

THE AMERICAN ARCHIVIST

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THE AMERICAN ARCHITECT

Volume 11, No. 1, January 1953

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The American Architect
by Robert R. Taylor, Jr.

The Importance of an Architect's Education
by Robert R. Taylor, Jr.

In 1952, the American Architect
published a special issue
on the subject of the
American Architect.
This issue was
devoted to the
work of the
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The Value of Records¹

By WILLIAM D. McCAIN

Mississippi Department of Archives and History

THE presidential address is inescapably implanted in the customs of American social, business, and professional organizations. It is not a necessary evil, but seems to be an inevitable and often painful ordeal that we are periodically compelled to undergo. The first two presidents of the Society of American Archivists felt obligated to deliver an address each year, but the third president, a wise and kindly man, departed from precedent and delivered only one. Since then we have been spared every other year, for the succeeding presidents have had a proper respect for the example of that great character. Fortunately, we have followed carefully another established tradition and have had these addresses after dinner. Good food and drink act as a sort of anesthetic, so that our minds are dulled and our bodies relaxed when the time comes for the speech. The torture of listening then is not so pronounced, and the important information and sage counsel offered are not so tiresome.

Seriously, the 10 presidential addresses delivered to the membership of this Society have contributed considerably to our knowledge and have strengthened our morale. They have been scholarly documents that contained valuable informative, philosophical, reminiscent, advisory, and advocatory passages. Some presidents have looked into the past, some have pointed to the immediate future, and some have suggested ideas and courses of action that may have great influence on this profession for all foreseeable time. Perhaps the most useful address was that of Albert R. Newsome in 1938. The one that may be most influential in the future was that of Solon J. Buck in 1946. The most interesting one was delivered by R. D. W. Connor in 1942, but William J. Van Schreeven and I inveigled a much more enlightening discourse on the National Archives out of Dr. Connor the next day in the privacy of a hotel room. The fact might be noted that the length of these 10 addresses has ranged from 4 typewritten pages to 17 printed pages. Waldo G. Leland must have the honor of having delivered the longest one. The short-

¹ Presidential address read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, Oct. 27, 1952.

est was the first one presented by Dr. Newsome, which contained only 2,153 words. However, Christopher C. Crittenden was suitably brief with only 2,592 words.

Like my distinguished predecessor, Philip C. Brooks, I have been puzzled over the subject and the proper direction of a presidential address. During my tenure of office, I have been on an unpleasant military leave — away from the profession, away from my office and files, and away from research materials for ideas and patterns. Naturally I have wished to say something of general interest and to appear scholarly — but not too dull — while saying it. I have wanted to do something useful and to be different while doing it. However, I have concluded that about all that will be unique about this effort is that I was able to peruse 5,161 pages of the *American Archivist* for inspiration, and that I wrote it in the rear and forward command posts of a combat unit deployed in the defense of a vital area of the United States. No one of my seven predecessors has been able to do either.

When I first cast about for a subject, I almost decided upon the title, "Shall Our Records Engulf Us?" The vast accumulations of business and government records have been a matter of serious concern to a great many archivists and administrators. Too often have we seen business and government bog down in the masses of their ill-kept records and inefficient records systems. Although such a statement is heresy, it occurred to me after the fall of France in 1940 that future French administrations might be more virile if the misfortunes of war wiped out sizeable quantities of that nation's public archives. There have been times when I have wondered if the care and demands of our cemeteries and records would not eventually sap our productive powers, and if they would not overrun our land and crush us more completely than some cruel and avaricious invader. Humorously and seriously, Vernon G. Setser pointed out in 1943: "We can imagine the archivist a few decades hence, his face grown pallid in the shadows cast by the canyon walls lined with the records of the twentieth century, floundering in papers adjudged by him to be worthy of preservation."²

There are those of us who act as pack rats or squirrels in the accumulation of records, except that we neither trade nor consume. Too many of us are "filing fools," and I must confess that I have always been one of them. During the last war I built up a personal file of some 5,000 letters and documents. I now find that my per-

² Vernon G. Setser, "Can the War History Projects Contribute to the Solution of Federal Records Problems?" *American Archivist*, 7:90-91 (Apr. 1944).

sonal file in this war contains nearly as many items — letters, daily bulletins, special and general orders, bank statements, memoranda, reports, hotel bills, expense accounts, laundry tickets, and other miscellaneous junk. Too many of us seem to think that writing or typing on a piece of paper makes it sacred. We remember the case of the Collyer brothers in New York City, who completely filled a four-story house with papers. The September 11, 1952, issue of the Baltimore *Sun* carried a similar story about George J. Kamlade, who recently died in New Orleans. A part of the celebrated "Goat Castle" story in Natchez, Mississippi, concerned large collections of papers, but they had been somewhat reduced in bulk by the rats and goats which had free access to them. Perhaps Don Herold was partly correct when he stated in the January 1952 issue of *Reader's Digest*:

And you and I are not sure why we keep half the stuff we do . . . most of the filing that we human beings do is a manifestation of some of our worst traits — our miserliness or stinginess, our fear of the future, our dependence on material props, our weakness for hugging old experiences to our hearts instead of moving bravely on to new ones.³

Of course, there are numbers of experts in records management and records disposition who are engaged in the task of reducing the vast accumulations of business and government records. Others are carrying on studies to prevent the creation of useless records. For instance, the Secretary of the Army announced in the April 1952 issue of the *Army Information Digest* that more than 100 projects were being conducted in the Department of the Army "as a frontal attack on every needless piece of paper, action, report, copy or document."⁴ Three studies of the traditional daily morning report have been made to determine whether it might be submitted less frequently. So far these three studies have resulted in a change in the size of the form on which the report is submitted from 4¼" by 9¼" to 8" by 10½". While these studies are being pursued, officers in all echelons are thinking up new reports, until there are times when we feel that we are literally manning our guns with one hand and our typewriters and mimeograph machines with the other.

Another fear concerning the records that threaten to engulf us is that their vast bulk may discourage and repel the researcher. Although I never seem to find enough of the right kind of material for

³ Don Herold, "Who Wants to Be a Squirrel?" *Reader's Digest*, 60:104 (Jan. 1952).

⁴ Frank Pace, Jr., "Operation Red Tape," *Army Information Digest*, 7:5 (Apr. 1952).

research, there are those who believe that the ever mounting flood of records will overwhelm the individual scholar. Marie C. Stark mentioned in 1946 that "the impetus to scholarship seems to decrease in inverse ratio to the amount of source material available in these days of mass record-making and reproduction."⁵ Murray G. Lawson also stated in 1946 that the "problem that is now posed for the scholar is how he is to escape becoming mentally enslaved by the very abundance of his materials."⁶ Whether these statements are true or not, the extent of the records available today does present problems to the researcher. Let us for the time, however, leave these matters to the records management specialists, the records analysts, the records appraisers, and the records disposition experts. And let us hope that the future will not prove that some of them were more interested in empty file drawers than in the records of this civilization.

The subject I finally chose to discuss briefly is the value of records. As I browsed through the 5,161 pages of the *American Archivist*, I came to the conclusion that there may be a blind spot in the thinking of the archivists of this country. We seem to have given relatively little attention to the value or usefulness of records. Of course, I realize that all of us know the value of records, and that a discussion of the matter touches upon the obvious. We probably consider the subject elementary and a mention of it a waste of our time. I should like, however, to pose some questions. Did you ever stop and wonder what useful purpose you were serving in accumulating and preserving records? Do you consider that you are making any contribution toward the welfare of mankind with your work? Since you believe that records are valuable, do you think that all people have some idea of their importance? Despite the fact that one's entry into this world and his exit from it are carefully recorded, and despite the fact that almost all the important events of his life in between, such as education, marriage, military service, land ownership, church membership, payment of taxes, voting privileges, social security, insurance, and numerous other items are made a matter of record, millions of Americans have no real appreciation of the value of private and public archives.

Throughout the files of the *American Archivist* run such terms as "valuable records," "records of enduring value," "records of con-

⁵ Marie C. Stark, "Policy Documentation in the War Production Board," *American Archivist*, 9:46 (Jan. 1946).

⁶ Murray G. Lawson, "The Machine Age in Historical Research," *American Archivist*, 11:141 (Apr. 1948).

tinuing value," "records of permanent or relatively permanent historical and administrative significance," "documents of purely historical value," "important records," "valuable documents," "historic treasures," records of "permanent value or historic interest," "permanently valuable material," "primary source material," and records of "legal, administrative, or historical value." Several articles, such as those of Herbert A. Keller, Morris A. Copeland, Ricardo J. Alfaro, Herbert W. K. Fitzroy, Oliver W. Holmes, J. M. Scammell, and E. G. Campbell, do discuss in some detail the historical and other values of certain classes of records. These terms and these scholarly papers, however, leave something to be desired, especially in dealing with the public.

Let us first consider the term "historical value" and any of its variations. The Honorable Homer Ferguson stated in the United States Senate on February 11, 1947: "Public records make up the backbone of history. All men with a deep sense of the historical know this to be so."⁷ His statement is true, but how many men have a deep sense of the historical? How many men even know why they were required to study history in school? Innumerable Americans have a deep aversion to the very mention of history and would see no value in a record described as having "historical value." There are too many of our citizens who have studied dull encyclopedias of historical facts, which are called history textbooks, and listened to duller lectures by people called history teachers. They think anything historical is dry and boring — something to be avoided as valueless. These same people listen intently to radio programs and carefully read their newspapers, which bring them news of wars and famines, football and baseball games, floods and fires, murders and robberies, stock market reports and inflationary prices, and revolutions and elections, without knowing that such information is history. If we are to expect men to consider records of value because we say that they have "historical value," we must have men who know what history is, why history is useful, and that history is interesting.

We hear much discussion in these times of the "American way of life" and of the necessity for its protection, preservation, and perpetuation. Certainly the Communists and their sympathizers are vitally interested in destroying our way of life. These deadly enemies have evolved or adopted a philosophy in which untruthfulness has been elevated to the status of a science and has become a

⁷ Joseph F. Vaughan, ed., "Senate Debate on Public Records," *American Archivist*, 10: 260 (July 1947).

prescribed rule of conduct in private and public affairs. The great power of tradition and precedent is one of the chief stabilizing forces that protect us from these people who would lead us backward into a dark age of indecency and immorality in all planes of our existence. Although tradition and precedent are handed down by word of mouth, they are also recorded daily in our private manuscripts and public archives. These records are the basic sources for the reference books and histories which guide us and will light the faltering courses of generations to come. Those Americans and foreigners who would have us depart abruptly and radically from the stabilizing influences of our traditions and precedents would have an infinitely easier task if they could bring about the destruction of our records — manuscript and printed alike. We are familiar with the book-burning tendencies of dictators and the efforts of the reactionary governments of today to prevent the spread of truth. If there were no authentic records of our past, the fantastic lying of the Communists would have a far greater effect in their efforts to destroy us. Among other things, we might believe that the Russians did invent the game of "beizbol."

The importance of records to the businessman and the government official should, of course, be obvious. Many public officials, however, seem to respect most those records which attest to their financial integrity, and many of our businessmen should be reminded from time to time of the value of their files and books. It is quite evident that large numbers of our citizens have little appreciation of the value of records until they have need of them to inform or protect themselves. In reference to the value of government archives, Ricardo J. Alfaro, former president of the Republic of Panama, stated to this Society in 1937:

Would it be possible to conceive organized government without records of its acts, its laws, its compacts, its intercourse with other governments and with its own citizens. . . . A government without archives would be something like a warrior without weapons, a physician without medicines, a farmer without seed, an artisan without tools. Public records are the solid ground on which the statesman can tread with security in the incessant toil of conducting the affairs of a nation. They are the silent, impartial, reliable and eternal witness that bears testimony to the toils, the misfortunes, the growth and the glories of peoples.⁸

Wayne C. Grover appropriately pointed out in 1950 the fact that a "kind of permanent amnesia . . . would set in on a government

⁸ Ricardo J. Alfaro, "Address," in Society of American Archivists, *Proceedings*, 1936-37, p. 69.

with the factual record of its past, as represented in its archives, obliterated." ⁹

The Army of the United States, like the armies of other nations, has long used history — the record of brave and honorable achievements — to build up the morale of its troops and to strengthen their esprit de corps. I have successfully used historical records, almost as fast as they were produced, to prove to the men and officers of the combat units I have commanded that they were the best in the Army and that they had to continue to show all other units that they were superior to them. Histories and records of all military organizations from the company or battery to the army level, together with their colors, guidons, distinctive insignia, coats of arms, mottoes, decorations, and shoulder patches, which are based on the records of their past, help to instill pride and a sense of honor in the soldier. They make him a better fighting man and an abler defender of this country when it is endangered.

I believe that local histories based on local records tend to have the same effect on the citizens of towns, cities, and counties. I completed in 1951 a rather extensive history of Jackson, Mississippi, which will be published next year. Whatever else it may accomplish and however many brickbats may come my way from families not mentioned, I sincerely believe that it will have a tendency to increase local pride and will contribute toward making the city a better place for men to live and labor in. Such histories must, of course, be based upon these "valuable records," of which we often and so glibly speak.

The value of records is well known to great numbers of genealogists. There are many others whom we should teach and influence. These people constitute a large segment of the researchers who are served by state archives, and they are the type who can and will spread information concerning the usefulness of records. Although the genealogist may not have the same reasons for advertising his profession or product, he will quickly inform you that "Modern genealogy, if properly pursued, throws much light on manners and customs, eugenics, economics, sociology, philology, topography, and other related studies." ¹⁰ Whether genealogy is the result of sincere historical interest, sentiment, curiosity, snobbery, or any other motive, its results are useful in many ways. Those who delve into it

⁹ Wayne C. Grover, "Recent Developments in Federal Archival Activities," *American Archivist*, 14: 5 (Jan. 1951).

¹⁰ Milton Rubincam, "What the Genealogist Expects of an Archival Agency or Historical Society," *American Archivist*, 12: 335 (Oct. 1949).

must consult the records, and they come to have an understanding of the reasons for the preservation of private manuscripts and public archives. And the fact might be noted that the members of the Church of Jesus Christ of the Latter Day Saints, who have had a tremendous influence in the collection and preservation of certain types of research materials, put genealogical records to a use more important, as far as they are concerned, than does the ordinary genealogist.

Any reference to winning, saving, or recovering large sums of money by the use of records may sound commonplace to the archivist. As a matter of fact, a great many of us occasionally have to untangle our fiscal affairs by the use of tax receipts, receipted bills, deeds, canceled checks, and other personal records. Businessmen are impressed by stories of the use of records in such a manner. I have found that the relation of a number of my experiences with such claims quickly gains their sympathetic attention. For instance, I tell them of a time when I was a member of the staff of the National Archives and ran down a sheaf of papers that aided the Government in fighting a lawsuit of approximately \$125,000, which grew out of the activities of the United States Food Administration. Another time I found the records that proved that an important official had drawn \$106.00 in illegal salary 17 years previously.

A law firm in Meridian, Mississippi, gave the Mississippi Department of Archives and History considerable credit for providing the records and maps which assisted it in winning a \$400,000 lawsuit concerning oil lands in south Mississippi. A file of Mississippi Supreme Court papers, which could have been destroyed in 1890, recently was a deciding factor in a lawsuit by which the State recovered the sum of \$100,000. An insurance company in recent years appealed to us for information on the date of birth of a citizen of another State who had taken out an insurance policy of \$1,000,000. The company believed that the man had falsified his date of birth but was unable to find any proof in any available records. We supplied the proper information from an old school census. A group of Choctaw Indians in Mississippi recently filed claims that may range from 10 to 200 million dollars against the Federal Government on the basis of records in the Mississippi Department of Archives and History and other such depositories.

Despite the eminence and experience of many of our profession, one of the best statements on the value of records to be found in the *American Archivist* is one written 320 years ago by Baldassare Bonifacio. He stated in reference to the usefulness of archives:

If we had been completely deprived of these precious crumbs, we should all be compelled to grope in the dark, to feel our way with our hands not only in history but also in the other disciplines.

There is nothing more useful for instructing and teaching men, nothing more necessary for clearing up and illustrating obscure matters, nothing more necessary for conserving patrimonies and thrones, all things public and private, than a well constituted store of volumes and documents and records. . . . And we will not attain a knowledge of antiquity except through archives and libraries.¹¹

However excellent that statement may be, it is not sufficient for spreading simple and penetrating information on the value of records to the people of the United States.

Records are necessary and valuable to all of us, because the whole framework of our individual, national, and international relationships is based upon the certain knowledge that the human memory is too fragile to be depended upon for the transaction of business and the orderly conduct of private and public affairs. One writer has well illustrated the necessity for records by having the King in his story say in effect in reference to an unpleasant experience, "I shall never, never forget the horror of that awful moment." The Queen commented, "You will if you don't make a note of it."

The experiences of the past provide a safe footing, a sure guide, and a beacon light for our faltering footsteps in the future; and those experiences are to be found recorded in our private and public archives. Whether history repeats itself or not, the past is the prologue, which foreshadows the greater and the lesser events of the future. The archivist has as one of his important duties the task of telling the people of this country the reasons for the creation and preservation of our records. When the people come to have a general knowledge of the value of records, we shall no longer hear records referred to as "dusty papers" or "musty archives." When there is a general appreciation of the usefulness of records and of the work of those who preserve them and make them available for research, then the professional archivist will be raised to the level of respect accorded such professional men as doctors, dentists, bankers, lawyers, educators, and engineers. And if I have been discussing the obvious, I have also been attempting to call attention to good public relations, a field sometimes neglected by the archivist and from which we can all profit and build better for the future of all men who will have need to "look at the record."

¹¹ Lester K. Born, "Baldassare Bonifacio and His Essay *De Archivis*," *American Archivist*, 4: 233-234 (Oct. 1941).

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Federal Records Management Since the Hoover Commission Report

By HERBERT E. ANGEL

*Records Management Division
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EVEN the archival profession, which takes the long view down the centuries, is occasionally amazed to find that the individual years are jet propelled. Four years have already passed since the Hoover Commission Task Force submitted its report on a records management program for the Federal Government.¹ The National Archives, redesignated as the National Archives and Records Service, has been a part of the General Services Administration rather than an independent agency for 3½ years. The records management program recommended by the Task Force report was initiated at the headquarters level in the National Archives and Records Service 3 years ago and has been expanded steadily into the rest of the country during the past 2½ years. Now seems an appropriate time to summarize for members of the profession the progress made to date in carrying out the recommendations of the Task Force.

The Hoover Commission, following the advice of its Task Force on Records Management, made three general recommendations in its report. These were:

1. That a Records Management Bureau be established in the office of General Services, incorporating the existing National Archives establishment and having the additional responsibilities of establishing and operating Federal records centers and developing and promoting Government-wide improvements and economies in records management.
2. That a Federal Records Act be enacted to provide for the more effective creation, preservation, management, and disposal of records of the United States Government.
3. That an adequate program for records management be required in each department and agency of the United States Government, including controls on record making, record keeping, and selective records preservation.

¹ Commission on Organization of the Executive Branch of the Government, *Records Management in the United States Government; A Report with Recommendations* (Washington, 1949). See also a review of this report by Martin P. Claussen in *American Archivist*, 12:286-290 (July 1949).

Four years later, all of these recommendations have either been accomplished or are in the process of being carried out.

LEGISLATION

The second of these recommendations, that a Federal Records Act be enacted, may be considered as fully accomplished through the passage of two statutes. The first of these was the Federal Property and Administrative Services Act of 1949 (Public Law 152, 81st Congress), approved by the President on June 30, 1949. This act established the General Services Administration and authorized the Administrator of General Services to make surveys of Government records and of records management and disposal practices and to promote, in cooperation with executive agencies, improved records management practices and controls, including the central storage or disposition of records not needed for current use. It transferred to this Administration the National Archives Establishment and related bodies — the National Archives Council, the National Historical Publications Commission, the National Archives Trust Fund Board, the Administrative Committee of the Federal Register, and the Board of Trustees of the Franklin D. Roosevelt Library.

On September 5, 1950, the President approved a second statute, the Federal Records Act of 1950 (Public Law 754, 81st Congress), which enlarged upon and superseded the National Archives Act of 1934. With respect to records management, the new act spelled out in detail the general authority granted the Administrator of General Services by Public Law 152 and also imposed on operating agencies certain responsibilities in the field of records management. The law likewise defined records management for the first time in any Federal statute, using the broad terms recommended in the Task Force report, which covered not only records retirement but records creation and maintenance as well.

Thus the new act charged the Administrator with responsibility for improving standards, procedures, and techniques with respect to the creation of records; the organization, maintenance, and use of current records; and the disposition of records when no longer needed for current operations. He was also specifically authorized to establish and operate records centers. Although this act, like most recent legislation, assigned all duties and responsibilities to the head of the agency, it assumed, of course, that he would in turn delegate them to his best qualified assistants. This the Administrator did in September 1950, delegating to the Archivist of the

United States all the archives and records functions assigned to the Administrator by Public Laws 152 and 754 and the records disposal act of 1943.

The new act also directed the heads of agencies to make and preserve adequate records of the organization, functions, policies, decisions, procedures, and essential transactions of their agencies, such as those needed to protect the legal and financial rights of the Government and of persons directly affected by the activities of the agencies. They were also directed to establish and maintain effective records management programs to ensure proper control of the creation of records, efficient management of current records, and the prompt and orderly retirement of records no longer needed.

CENTRAL AGENCY

As for the first recommendation of the Hoover Commission, that central machinery be provided to plan and conduct a Government-wide records management program, this too has been carried out. A Records Management Division to serve as a focal point for this program was formally established within the National Archives and Records Service in December 1949 and was activated a month later. In September 1950 a Records Management Service was established in each of the 10 General Services Administration regions to spread the program to Government agencies outside Washington. These organizational elements have been staffed gradually as Congress has appropriated the funds, and, although not all of them are yet in full operation, they are functioning along the lines recommended by the Hoover Commission.

The central records management organization thus provided has proceeded with the development and promotion of Government-wide improvements and economies in records management. One of the first steps in this direction has been to provide standards in the form of regulations supplementing the Federal Records Act of 1950. Issued as Title 3 of the *Regulations of the General Services Administration*, these regulations were drafted with the advice of the Federal Records Council established under authority of the Federal Records Act. Although they contain a few general provisions, the regulations are chiefly concerned with the disposition of Federal records. They include sections on agency records management programs, records control schedules, general retention and disposal schedules, reproduction of permanently valuable records, agency records disposal authority, emergency authorization for the disposal of records, methods of records disposal, transfer of records

from one executive agency to another, transfer of records to Federal records centers, transfer of records to the National Archives, and agency records centers.

Many sections of the regulations restate and supersede similar regulations issued by the National Archives Council during the period when the National Archives was an independent agency. A few requirements, however, are entirely new. One of these defines in greater detail than does the Federal Records Act the various elements to be included in agency programs for the creation of records. It also requires agencies to designate liaison offices to deal with the National Archives and Records Service and prescribes the submission of annual statistical summaries of their records holdings.

Several new provisions are made with respect to records scheduling. Federal agencies in existence on June 30, 1951, are directed to compile not later than June 30, 1954, records control schedules for all major groups of records in their custody having importance in terms of content, bulk, or space and equipment occupied. For agencies created after June 30, 1951, such schedules are required within 1 year after the creation of the agency. No significant changes are made in the standards to be followed by agencies in making photographic or other reproductions of permanently valuable records in order to dispose of the originals, but preclearance of projects of this nature with the National Archives and Records Service is now required. This step has been taken in order to avoid the possibility of approval being withheld after a project is completed because an agency has failed to comply with the standards. Finally, the law regarding records disposal is clarified by making it plain that agencies may, in cases of emergency or in the interests of economy, retain records authorized for disposal beyond the date specified for their disposal.

The new regulations prescribe the procedures for transferring agency records to Federal records centers, about which more will be said later. They also lay down the policy that permanently valuable records will normally be transferred to the National Archives by way of a Federal records center or an approved agency records center. Records of special types or value, however, are authorized for direct transfer to the National Archives. The regulations provisionally approve existing agency records centers pending their inspection by the General Services Administration and provide procedures for obtaining approval for the establishment or relocation of agency centers. They also require an annual statistical report on the operations of each such center.

The next step in providing records management standards will be the issuance of a series of instructional pamphlets designed to amplify the regulations still further and furnish the necessary technical guidance for carrying them out. Several of these pamphlets have been completed in draft form, including some in the areas of records creation and records organization, maintenance, and use, and a number of them will be issued during the coming year.² Whenever these pamphlets deal with an area not already covered in the regulations, the necessary regulatory material will be issued simultaneously with the pamphlets.

Another kind of standard is supplied through general records control schedules, each of which covers some type of record found in more than one agency or, more often, throughout the entire Government. These schedules, which are extensions of the general schedules initiated by the National Archives in 1946, contain appropriate instructions for the retirement of records of enduring value, as well as for the disposal of records of relatively short-term value. They also include suggestions for filing the records so as to facilitate their use and disposition and discuss the nature and value of each item listed in the schedule.³

Fourteen general schedules have now been issued, providing retention and disposal standards for perhaps a tenth of all Federal records. These schedules cover such common types of records as those dealing with civilian personnel; pay rolls and pay administration; procurement and supply; disposal of property; budget preparation, presentation, and apportionment; accountable officers' accounts; expenditure accounting; stores, plant, and cost accounting; travel and transportation; motor vehicle maintenance and operation; space and building maintenance; communications (messenger, wire, wireless, and mail); printing, binding, duplication, and distribution; and informational services. Other general schedules will be completed as rapidly as possible. Present plans are for all such schedules to be published as chapters in a volume that will be given Government-wide distribution.

FEDERAL RECORDS CENTERS

Besides recommending that the new Federal agency discharge the staff responsibility of developing and promoting Government-wide

² One of the first pamphlets to be issued will be a revision of a recent article in this journal: Terry Beach, "Subject File Manuals: the Why and How of Their Development," *American Archivist*, 15: 105-126 (Apr. 1952).

³ For a more complete discussion of these schedules, see Isadore Perlman, "General Schedules and Federal Records," *American Archivist*, 15: 27-38 (Jan. 1952).

improvements and economies in records management, the Hoover Commission urged that the agency operate Federal records centers to serve all Government agencies. The performance of this operating assignment has gone forward simultaneously with that of the staff job, but, as had been expected, its progress has been more rapid.

The General Services Administration now operates, as part of its Records Management Service, Federal records centers in 8 of its 10 regions. Located in Boston, New York, Washington, Atlanta, Chicago, Fort Worth, Denver, and San Francisco, these centers are responsible for the economical storage, processing, and servicing of Federal records that do not need to be retained in more expensive agency space but that are not yet ready for either transfer to the National Archives or disposal. These general-purpose centers are supplemented by a specialized Federal records center in St. Louis for the personnel records of all separated Federal employees; by General Services Administration records depositories in Kansas City and Seattle for records of the General Services Administration, records of disestablished Federal agencies, and other records transferred in accordance with agency-wide agreements; and small annexes or staging areas in Philadelphia, New Orleans, Los Angeles, and Portland, Oregon, for records that can be maintained more economically in those cities than in the regional Federal records centers because of the short time the records are to be retained, the reference activity of the records, or the shipping charges. The GSA records depositories will be expanded into Federal records centers when funds are available, probably sometime after July 1, 1953.

The centers and depositories did not spring into being fully equipped. Their number and size have been governed by congressional appropriations, which fortunately have increased from year to year, despite the limitation on funds for civilian functions because of the Korean situation and other factors. At their present rate of expansion, the centers should reach a leveling-off point about June 30, 1954.

The growth of the centers has also been limited by two physical factors, space and equipment. Suitable warehouse-type space in large blocks at reasonable cost has been scarce. Almost no Government-owned space of this character has been available, especially as defense plants in the industrial reserve, the use of which the Hoover Commission recommended, have been reactivated. Many of the centers are consequently in low-cost rented buildings which, though they are the most suitable to be had, can hardly be considered as

permanent quarters. The recurrent steel shortages have also retarded the installation of the shelving, on which the records are stored in cardboard cartons, and even though wood shelving has been used at several locations, the capacity of the shelving in the centers is still slightly less than the volume of records on hand.

Despite the limitations on money, buildings, and shelving, the centers and depositories in the 2-year period ending June 30, 1952, received nearly 1.4 million cubic feet of records from Federal agencies. At the present rate of accessioning, this figure will reach 2 million by July 1, 1953, and 2.6 million cubic feet a year later. By receiving these records, the centers as of June 30, 1952, had removed records from 485,000 square feet of office space and 917,000 square feet of storage space, the greater part of which was in blocks of 100 or more square feet and is therefore considered reassignable for other purposes. This space helped the Public Buildings Service, another component of the General Services Administration, to meet the almost impossible demands made upon it as a result of the defense effort. By storing the records received in cardboard containers on steel or wood shelving, the centers in the same period emptied 55,000 usable filing cabinets and 78,000 usable transfer cases. Over and above this immediately usable equipment, 4,700 file cabinets and 5,600 transfer cases worth repairing have also been emptied. The release of all these cabinets aided the Federal Supply Service, another part of the General Services Administration, in furnishing filing equipment for rapidly expanding defense agencies. Another 8,800 usable cabinets and 37,100 usable transfer cases were still on hand on July 1, 1952, and are scheduled for release as quickly as shelving can be obtained.

Important as it may be, especially in terms of space and filing equipment, for the centers and depositories to receive records, they have other significant responsibilities. They must screen the records received for eventual disposal, and meanwhile they must provide any reference service that may be necessary. By June 30, 1952, nearly 100,000 cubic feet of records had been disposed of after screening. On that date all the centers and depositories combined held a total of 1,293,000 cubic feet of Federal records. The largest quantities of these records were in the centers in Washington (477,000 cubic feet); St. Louis (267,000 cubic feet); New York, including Philadelphia (189,000 cubic feet); San Francisco, including Los Angeles (104,000 cubic feet); and Chicago (91,000 cubic feet).

Leaving out of account the personnel records received in St.

Louis, where nearly every Government agency is represented, records of 121 different agencies or major Government units have now been received at centers. Among the agencies represented by the largest quantities of records, again ignoring the personnel records in St. Louis, are the War Assets Administration (112,000 cubic feet), the Reconstruction Finance Corporation (97,000 cubic feet), the United States Maritime Commission (78,000 cubic feet), the War Production Board (60,000 cubic feet), the Bureau of Internal Revenue (51,000 cubic feet), the Bureau of the Census (41,000 cubic feet), the Immigration and Naturalization Service (41,000 cubic feet), the Federal Supply Service (40,000 cubic feet), the General Accounting Office (39,000 cubic feet), the War Shipping Administration (36,000 cubic feet), the Production and Marketing Administration (30,000 cubic feet), and the United States Coast Guard (30,000 cubic feet).

Though these records are noncurrent, they are far from inactive or dead. Excluding the personnel records in St. Louis, the annual reference rate on the records in all the centers and depositories is now 334,000.

The establishment of a specialized Federal records center at St. Louis for agency records of separated Federal employees is particularly significant. The center began its operations at the end of October 1951 with the receipt of 131,289 cubic feet of such records from the Department of the Army and the Department of the Air Force. Within a few weeks 60,101 cubic feet of personnel records were received from the Department of the Navy. From then until June 30, 1952, the St. Louis center accepted records of separated personnel amounting to 76,430 cubic feet from most of the other agencies of the Federal Government, either directly from the agencies themselves or from the National Archives or other Federal records centers to which they had previously been transferred. On June 30, 1952, after disposing of a few hundred cubic feet of records without further value, the center held 267,337 cubic feet of records.

The heart of this collection consists of some 19 million official personnel folders, supplemented by other personnel records on microfilm and substantial quantities of pay-roll and related fiscal records. Though these records are not considered to be permanent, few have ever been destroyed, and it seems certain that they must be retained for a long period of years. Centralizing the records and putting them in good order was therefore deemed desirable. The original transfers from the Army and Air Force, the Navy, and a

few other agencies were large, well-alphabetized blocks of folders previously maintained in centralized collections. Folders received from some individual agencies, however, had been maintained in as many as 80 separate collections throughout the country, and these had to be brought together to speed reference service. Each agency sending records to the center also added material to be interfiled as it transferred periodically to the center the records of recently separated employees, usually a year after the date of separation.

Assimilating all this material was a tremendous task; by June 30, 1952, however, 456,000 folders had been interfiled among the 14,444,000 folders previously received, and 2,700,000 other folders had been grouped alphabetically so as to be serviceable. Another 1,400,000 folders were in the process of being interfiled but were so arranged as to be fully usable at all times. It is expected that all folders now on hand, as well as all others to be received during the year, will be completely grouped or interfiled by June 30, 1953, by which time the St. Louis center should contain all the agency records of separated Federal employees.

The centralization of so many Government personnel records from many locations into one has greatly simplified the problem of persons wanting information from the records. It has also imposed a heavy reference load on the St. Louis center. Over 337,000 reference requests were handled in the 8 months from October 1951 through June 1952. These requests, plus the addition of 456,000 folders to the files during the same period, represented 4,600 services a day on the records—an annual rate of 1,190,000. This workload will undoubtedly increase, but as it does it will reduce correspondingly the burden on personnel offices throughout the Federal Government.

To facilitate reference service in the future by reducing the number of groups of records to be consulted, all personnel records currently received in St. Louis for employees separated on or after January 1, 1952, are being filed in a single alphabet without regard to agency. With the passage of time most of the reference service will shift from the older records, now in many separate files, to the more recent records in a single file, with a corresponding improvement in the speed, accuracy, and ease of service.

How do these accomplishments compare with the program projected by the Hoover Commission? The Task Force report assumed that its recommendations would constitute a comprehensive long-range program that would be adequately financed and carried out in a normal governmental situation. Such, of course, has not

been the case. The limitations on funds, buildings, and equipment have already been mentioned. The Department of Defense and certain other agencies have retained their records centers instead of consolidating them as anticipated in the report, although 104 agency records centers have been reduced to 75 in the last 2 years. Emergency projects for releasing space and filing equipment have been given priority over normal operations. On the other hand, shortages of space and filing equipment have brought about greater cooperation on the part of civilian agencies than would normally have been expected. The net result is that progress has been amazingly close to forecast. The Task Force report indicated that Federal records centers would receive 2 million cubic feet of records in the first 2 years, saving space, equipment, and other expense to the amount of \$7,660,000. By contrast, the Federal records centers at the end of 2 calendar years — which were partial years of operation, that combined were barely equivalent to one full year of operation — had received about 1.4 million cubic feet of records and had released space and filing equipment worth \$5,421,000.

AGENCY PROGRAMS

Establishment of an adequate records management program in each Government department and agency, the third recommendation of the Hoover Commission, is required by the Federal Records Act of 1950. As recommended by the Task Force report, such agency programs are required to include controls on record making, record keeping, and selective records preservation. More detailed requirements in each of these areas are being prepared for issuance in the form of regulations of the Administrator of General Services.

The need for adequate agency programs is pointed up by a few statistics. At the time of the Hoover Commission report, the volume of Federal records was estimated at 18.5 million cubic feet. As reported by the agencies themselves, this quantity increased to 20.5 million cubic feet in 1949, 22.1 million in 1950, 24.1 million in 1951, and 24.8 million in 1952. The same reports show that Federal records, presumably because of the international situation, were being created at the rate of 2.6 million cubic feet in 1950, 3.5 million in 1951, and 3.9 million in 1952.

Two safety valves prevented the records situation from getting completely out of control. Thanks to the application of an increasing number of general records schedules and agency records schedules, the rate of records disposal increased from 1 million cubic feet in 1950, to 2.1 million in 1951, to 2.6 million in 1952. And the

holdings of Federal records centers increased from zero in 1950, to 0.6 million cubic feet in 1951, to 1.3 million in 1952. Consequently the quantity of Federal records actually in agency space, which had climbed from 21.2 million cubic feet in 1950 to 22.6 million in 1951, held steady at 22.6 million in 1952.

In view of this situation and also of the fact that the agencies reported in 1951 that 44 percent of their records were still not controlled by schedules, the General Services Administration determined that it could best assist most agencies in establishing adequate programs by helping to decrease the quantity of Federal records to the lowest level consistent with efficient operations. To accomplish this objective, survey and assistance projects are currently being carried on in both the executive and the judicial branches of the Government. In these surveys, analysts from the agency involved and from the General Services Administration review existing records control schedules applicable to the agency's records. Whenever necessary, these schedules are revised or supplemented with new schedules to assure adequate coverage. The effectiveness of the schedules and the extent to which they are being carried out is also checked. Finally, the agency is assisted in clearing out unneeded records by disposing immediately of any already authorized for disposal and by transferring to Federal Records Centers any records not currently needed by the agency but not yet disposable. These surveys include not only records in the central office or headquarters of the agency but also records in field offices selected because of their size, special problems, or representative character.

Such survey projects, plus considerable effort on the part of the agencies themselves, have been so effective that only 13 percent of Federal records — 2.8 million cubic feet — remained unscheduled on June 30, 1952. It seems entirely probable, therefore, that the June 1954 deadline for scheduling all major groups of records will be met. Moreover, the agencies are already exceeding the annual disposal rate of 2.5 million cubic feet estimated by the Hoover Commission, though not all by any means through the efforts of the General Services Administration, and the tempo of records disposal should increase in 1953 and 1954 as the current scheduling program is completed.

In a few cases, usually at the request of the agency involved, the surveys have been broadened to include, in addition to records disposal, a review of the agency's practices with respect to records creation and records organization, maintenance, and use. Some surveys, on a somewhat smaller scale, have been made at their re-

quest in local offices of a number of agencies by specialists from the Records Management Service in the General Services Administration regional offices. These surveys not only have brought about the improvement of records management practices in the agencies being surveyed, but also have been beneficial to the General Services Administration, in that they determine the effectiveness of its regulations and provide information about successful records management practices that may be of use to other agencies or of use in developing records management standards.

Another large block of agencies, the defense agencies created since the beginning of the Korean crisis, have been assisted in the establishment of full-scale records management programs as a means of expediting current defense activities and avoiding future inefficiencies and waste with respect to records. Other agencies have also been given assistance to the extent that the staff permitted. The records management specialists, working with personnel of the agencies concerned, have established new records management programs and prepared procedures and instructions for existing programs. In the area of records creation, they have developed correspondence manuals and similar guides and developed or revised systems for issuing directives and orders. They have been still more active in the area of records organization, maintenance, and use, where they have developed or revised systems for handling mail and communications, developed classification and filing manuals, installed or revised filing systems, and trained records personnel.

A summary of the technical assistance provided on current records problems to defense and other agencies of both the executive and legislative branches during the past two years is given in the following table.

NUMBER OF AGENCIES SERVED, FISCAL YEARS 1951 AND 1952

<i>Type of Service</i>	<i>Defense Agencies</i>		<i>Other Agencies</i>	
	1951	1952	1951	1952
Establishment of records management programs	5	1	—	1
Preparation of procedures and instructions	6	2	2	4
Analysis of special records problems	2	1	2	3
Development of correspondence manuals and similar guides	3	2	—	1
Development or revision of system for issuing directives	2	2	1	1

Development or revision of system for handling mail and communications	6	2	3	2
Development of classification and filing manuals	2	4	3	7
Installation or revision of filing system	1	3	3	5
Training of records personnel	1	3	3	4
Totals	28	20	17	28

Most of the technical assistance described above has been furnished by the central office staff of the National Archives and Records Service, with occasional aid from the staffs in regional offices. The regional office staffs are frequently called upon by local agencies for technical advice, however, and in addition have been instrumental in helping field offices in their regions to dispose outright of nearly 11,000 cubic feet of records — the equivalent of the contents of over 1,500 filing cabinets.

Since November 1951 the regional Records Management Service staffs, in collaboration with their colleagues in the regional Federal Supply Service, have also carefully reviewed agency requests for filing equipment to ensure that good records management practices are being followed and that existing equipment is being effectively utilized. This review, coupled with improved utilization practices in the agencies, has greatly reduced the purchases of filing equipment. Procurement, which had amounted to 69,000 file cabinets in the fiscal year 1949, 65,000 in 1950, and 97,000 in 1951, dropped off to 32,000 in 1952, a reduction of 67 percent in 1 year.

One technical assistance project affecting all Government agencies merits special mention. This is the project, begun during 1951, for assuring the availability of those records of the Federal Government essential for its operation in an emergency. Discussions of their problems and progress on this project were held with many agencies, and in addition to consideration of the specific problems of individual agencies, standards for the protection of personnel and fiscal records common to all agencies were developed with the assistance of representatives of the Bureau of the Budget, the Civil Service Commission, and the General Accounting Office. Funds amounting to \$364,000 were appropriated by Congress to the General Services Administration in 1951 for the purpose of assuring the protection of vital records held by agencies without sufficient resources of their own to complete their programs. The Census Bureau, the Patent Office, the Bureau of Land Management, the National Archives, and the Library of Congress were all given sub-

stantial aid from these funds. Almost every agency of the Government has now sent duplicate copies of its vital records to dispersed areas; and in cases where an agency had no appropriate field stations of its own, Federal Records Centers have provided secure storage for the records.

It is still too early to assess the full effects of the Hoover Commission report on records management in the Federal Government. The program recommended by the Commission is not yet in full operation, and all the facts cannot yet be in. When the Commission report was being so vigorously debated in 1949,⁴ the present writer urged that judgment be reserved for 10 years. As of today, however, there seems little reason to doubt the realization of one fundamental benefit anticipated by the Task Force report, namely, "the certain knowledge that (a) record-making and record-keeping in the Federal Government will rapidly become more efficient management tools; (b) the essential records of the Government's obligations at home and abroad are safeguarded; (c) the invaluable store of experience recorded in the permanent records of our national effort to sustain democratic capitalism is accessible and can better be utilized."

⁴ Interagency Records Administration Conference, *The Report of the Hoover Commission on Records Management* (Washington, 1949).

Preservation of Southern Historical Documents ¹

By THOMAS D. CLARK

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A FEW years ago I went to Louisville to meet a train and take Edward Weeks to Lexington, where he was to speak in the evening. On the way to Lexington, Mr. Weeks talked about the Southern Collection at the University of North Carolina. I was amazed to learn how much he knew about it, and I was pleased indeed to see his enthusiasm for the bold step that that institution had taken in developing it. Gathering materials for a university collection is a delicate undertaking, and the man who assumes such a job has to have the sense of humor of a clown, the patience of Job, and the integrity of Caesar's wife; and even then he will come home about half of the time branded a thief! I do not suppose there is any area of human relationships where well-meaning people can be more whimsical about a gentleman's agreement than in parting with family manuscripts.

Collecting historical records is possibly one of the most thrilling businesses a person can engage in, this side of swallowing fire, handling snakes at a Holy Roller meeting, or tracking down international spies. He can, within a short time, find himself in almost as many unanticipated situations as an imaginative who-done-it author could place him in. On one occasion in southern Kentucky I was on the hot trail of a set of records, and in the search I was told I would have to see an old gentleman who was lying ill in a nearby house. When I approached the door I was greeted in the most hushed manner and was ushered into the bedroom of a poor old emaciated gentleman who could hardly speak above a whisper and whose memory was even more faltering. I did get from him his consent for me to have the records. Actually, I was talking to a man lying literally on his death bed and already at the very threshold of eternity.

On another occasion I called at a very fine old southern mansion, surrounded with much of the moonlight and roses background.

¹ Paper read at a meeting of the Friends of the University of North Carolina Library at Chapel Hill, N. C., May 11, 1951.

After I had virtually knocked the facing off of the front door, a slickly-shined black boy came out, dressed in a white coat drawn over work clothes, and asked me abruptly what I wanted. I told him I wished to see his mistress, and he replied, "Does you really want to see her?" When I said I really did, he took me around back of the house and up an outside set of stairs and into a bedroom where I found the good lady in a somewhat more than partial state of undress. This was the first day the boy in the white coat had served as houseman and he was terribly ignorant of the subject of white folks' social amenities.

Not all of the incidents of manuscript collecting, however, are associated with the cold hand of death or the embarrassment of standing in the bedroom of a partially dressed lady. Much of manuscript collection consists of tedious diplomacy and downright physical drudgery. But whatever it is, it requires a strong nerve and infinite patience.

The horror stories of southern manuscripts are not too good for either a collector's blood pressure or his peace of mind. I could write an eloquent story, I think, on the subject of the statement, "I burned that two years ago." Perhaps one story will suffice on this point. Some years ago when I was searching for records in Mississippi, a dear friend and college-mate of mine told me about an unusually fine collection of papers, which he was sure I could have. His description was so exciting that I persuaded him to get in the car with me and go that night to interview the owner. After driving over 20 miles of Mississippi gravel roads, we arrived at the gentleman's house and found him extremely hospitable. He confirmed my friend's statement that he had a great pile of letters and papers in a store attic, but it was so dark and the doorway to the attic was so treacherously located that he did not want to undertake climbing up there until daylight. He asked me to come back the next day and promised that I could have the papers. The next morning, as soon as it was daylight, I was on my way. We procured a ladder, opened the door in the gable end of the store, and climbed up. He went up first and just as he stuck his head in the opening he shouted, "I'll be damned." I knew it was useless for me to go farther; the tone of his voice reeked with bad news. Someone, unknown to him, had cleaned out the attic, and upon inquiry it was found that the old papers had been hauled off and burned.

Literally millions of pounds of papers have been destroyed either by fire or by being dumped into gullies to prevent erosion caused by the wasteful system of southern land usage. On one or two occa-

sions I have fished badly deteriorated papers out of waterlogged heaps in fields. But fire, rats, mice, and leaky roofs are minor enemies compared to maiden ladies and efficient housekeepers. A rat or a mouse can nibble away only enough paper to make a bed or cut a passage, but the good housekeeper's actions are almost invariably positive and final. Everything she cannot dust away with a mop, she burns. A few years ago I discovered that an intimate friend of mine, an excellent housekeeper but also the wife of a husband who had suddenly arrived at the doorway of literary fame, was burning his letters and papers. Fortunately she had, at the time of this discovery, burned only the first dribble of letters and practically none of his other papers; and I persuaded her to clutter up her house enough to keep the papers.

A new bride in an old house can play havoc with old wallpaper, woodwork, and furniture arrangement, and can cheerfully destroy the contents of old chests, trunks, and attics in general. When I read the society page on Sunday, I wonder how many manuscript burners there are in the weekly round-up! The new bride, who is out to display her housekeeping before her husband and her in-laws, is a cold, calculating creature with no sentiment about the "old things." All she wants to know is whether the stuff will burn.

But the maiden lady is an altogether different problem. She is most often the keeper of the sacred name and honor of the family, and her sense of these precious responsibilities becomes intensified with each succeeding year of single blessedness. People get the notion that their private letters will always carry the intimate connotations that they were meant to convey at the time they were written. There are few statements that will chill the manuscript collector like the one, "I just can't let you have Grandpa's and Grandma's old papers. They said such intimate things to each other." Or, the maiden ladies say, "There just might be something in them that we don't see that would disgrace us." This kind of egomania has prevented many a valuable paper from reaching the proper depository.

Family quarrels can result in some astounding decisions pertaining to papers, too. An impulsive brother or a hot-headed sister, fed up with the squabbling, throws the papers away or has them burned to settle the row. Nearly as bad, they may divide the records page by page until the documents are so badly jumbled and scattered that only a patient sleuth can ever track them down or restore their original order. Sometimes, however, a family quarrel will play into the hands of a collector — if he arrives at the right moment.

I do want to pay tribute to the maiden lady to whom, perhaps, I have been unreasonably harsh. She is perhaps, after all, the biggest asset in preserving manuscripts. It is she who has clung to the old family papers. She has often preserved them as the living embodiments of her family, and many are the family collections which have been disposed of sensibly by the surviving female. It is she who knows where the papers are and what the family relations are, and who can recall many of the incidents that resulted in their creation.

It is an irony of fate that papers have a habit of getting into the hands of queer people. I have at least half a dozen notes in my desk at the moment telling me of the location of papers and bearing the trite admonition, "Be most tactful, because the owners are downright peculiar." Personally, I like them peculiar — because that means I will eventually get the papers! Everybody is in a certain sense peculiar; but I have found the owners of manuscripts are frequently just peculiar in the eyes of their neighbors, or merely peculiar on one subject, such as Presidential policies, local option, the income tax, or the right-of-way for a new road.

I recall once going to call about the second-most significant collection of papers I ever acquired. I was told by a brother of the man on whom I was to call that he himself would give me the papers but that he didn't know about his brother. In customary language he warned me, "That brother of mine is as curious as hell, and he may order you out of the house." I knocked timidly on the "curious" man's door, and a fog-horn bellow invited me to come in; the "prospect" was in bed. I went down a long hall to a bedroom door, and there lay the man in bed, with an evil-looking Colt forty-five strapped to a bedpost. I sat down and talked to the bed-ridden man for a few minutes. By accident I discovered that he had been a bank clerk in the little town where I went to high school, and in a few minutes we were talking about everybody and their bird dogs in the village. My getting the records became only incidental. My new-found friend told me that not only could I have the papers in the old storehouse, but also I might have his attic-full of papers if I could persuade his sister to help me get them.

Here I learned a little more fully a lesson that every manuscript collector should repeat to himself every day: Don't talk too much; and don't ask for everything in the first interview. When I went to see the sister she immediately raised that fateful question, "Do we want to let Papa's papers get into the hands of a stranger?" I went away for a few weeks to let the case cool off, and then I came back

to reopen it. This time I did my best at softening up the lady, and finally she consented to my taking the first set of records her brother had given me, but on what I considered a hard condition. The bulk of the records was large and my supply of pasteboard boxes limited. She said that a corpse was to arrive on the train at 4 o'clock and if I could pack the records and get away before it arrived, I could have them. That was the first time I was entered in a dead heat with a corpse, but the fact that the corpse had no choice and was traveling on the Southern Railway was a most fortunate break for me. Just as the belated train came into sight I was getting into my car, with the bills of lading in my pocket.

Frequently a man with a local reputation for being "curious" is only cantankerous. I once went to see an old gentleman whose father had been most active in the affairs of his community in middle Tennessee. His son had preserved his records in barrels and boxes stored in an outhouse. They were, nevertheless, in good condition; and, more important, they were complete so far as I could tell. He let me have the papers without much tedious discussion, but before I could get back to the University of Kentucky, he wrote the comptroller a letter that seemed to indicate that if I were not a thief I was in at least an advanced embryo stage of becoming one. When we were able to satisfy him that I was able to walk about Lexington in the daylight and that his records had arrived safely, he seemed to be satisfied. Later, after the papers were cataloged and filed, he wrote us to return them. We shipped the papers back immediately, and I again called on the old gentleman. He said that I could have the papers — that he had only wanted to see if we would return them. I overloaded my car with these papers and drove over most of middle Tennessee during an express company strike before I could get an office to ship them. But — woe unto us — the old gentleman asked for his papers a second time, and so far as I know they are now back in the outhouse!

There are many depositories of private papers. Sometimes these depositories may be the least suspected ones. The average courthouse is often a catch-all for community records. People bring papers in for clerks and local politicians to see, or they leave their private papers in the vaults and forget them. Sometimes papers are brought in for trials but are not filed with the official records. Sifting through a set of county records in a courthouse that has not had a fire is often rewarding. We have found in these depositories papers that no one knew existed. It is often true that one of the clerks, especially the clerk of the circuit court, becomes interested

in local history; he gathers in masses of materials and goes out of office and forgets them. In almost every aspect of the handling of official records, the southern counties have been exceedingly careless. They have stuffed them away in attics, crammed them into wet and cluttered basements, and — even worse — stored them away in jails infested with disease and vermin.

State records in many instances have been little better handled. Several of the States have hauled out and dumped papers that should have been cared for in fireproof depositories. As a specific instance, no one will know how many valuable papers were destroyed when the Kentucky State government moved from one side of the Kentucky River to the other. To hear the old timers tell it, the river ran full with books and papers that were dumped into it. Years later the departmental records of Kentucky were being sold for scrap paper. Two truck loads had already been hauled to Louisville to a waste-paper dealer's warehouse when the governor ordered them returned and deposited in the University of Kentucky Library. Some of the States have avoided such travesty by providing adequate buildings for archives. Many public agencies, however, produce records that are deposited far from the main centers of State activity and that, because of this fact, are often destroyed or forgotten.

The great volume of church and religious records frequently receives most careless handling. Possibly some of the most interesting volumes of manuscripts are the early records of church membership and the minutes of the meetings of the deacons, stewards, or vestrymen. These are scattered in the homes of the clerks and secretaries. I believe that the few complete sets of intact church records are the exception rather than the rule. An interesting set of papers pertaining to one religious group are the Shaker papers. The known papers are scattered all the way from New York to Lewisburg, Kentucky. One day, while buying stamps in the village post office at Lewisburg, I explained to the postmistress that I was in search of manuscript material, and she told me that her family had a small leather box of Shaker records. Her husband had attended a sale at the abandoned South Union settlement and had bought for a mere pittance the papers that incoming converts deposited with the Shaker elders. They were valuable economic papers, pertaining largely to the trade southward down the river. Another set of Shaker papers was found in a bank vault at Harrodsburg, where they had come to rest after the dissolution of the order at Mount Pleasant.

Just as the scattered religious records involve a long and tedious job of reassembling, so do southern economic records. When businesses cease operation their old records are left to gather dust and worms in the old buildings or are packed away in warehouses. Mercantile businesses are suspended, and their account books and papers are left in the old stores. Trunks buried under household and business debris contain rich finds of letters and other manuscript materials. Businesses, like county courthouses, have had a way of collecting many records which have little or no direct association with their specific interests. I have found large numbers of invaluable personal and community papers mixed in with store records. Some of them got there because of the merchants' interests in local affairs, and others got there by some accident of community life.

The papers of southern literary men have not been too well collected. We in Kentucky have had difficulty in bringing together the papers of James Lane Allen and John Fox, Jr. Although we shall perhaps never be able to complete the task, we have gone a long way toward this completion. I should like also to suggest that publishers — at least those who have not had fires — possess enormous amounts of correspondence and manuscript materials from authors, and it is my impression that they have not yet made up their minds what they should do with these papers. A careful listing and canvassing of these depositories, in my opinion, would have pleasant results. The South Atlantic Modern Language Association is at present engaged in the undertaking of cataloging the literary papers of the South. It cannot get far, however, until it has searched publishers' files.

It is interesting to note that so ardent a group of manuscript collectors and preservers as the southern historians do not yet have in a single file their semiofficial papers. In years to come, when a scholar sets out to track down the most important collections of records pertaining to the publication activities of the Southern Historical Association, he will have to call on the widows Stephenson, Cole, Binkley, England, and Clark to find out what has gone on. There is no collected file of these papers.

In the last 3 decades there have developed in the South several university presses of genuine importance. They have carried on extensive correspondence of major importance in the field of scholarship. Although it is true that they have done little so-called "creative" publishing, they have published a solid backlog of the more serious materials pertaining to the South. So far as I am able to

determine, nothing has been done to collect their files, and I suspect that in a few cases these have been destroyed.

The same thing is true of newspaper records. I do not know of a single manuscript collection in the South pertaining to a major newspaper. If there is such a thing, it is probably unique. Magazines fall into the same category, and with one or two exceptions so do the records of book publishers. Between the hours of 3 and 6 o'clock on one cold Sunday morning in 1947, I rode, seated between two drowsy but burly colored brothers, to Louisville in a Kentucky University truck to rescue the papers of the famous old publishing house of John P. Morton and Sons. Fortunately we did rescue most of the records of this house, but the manner in which we did it was harrowing. We had to fight off waste-paper dealers while we crammed papers into boxes and sacks, without having a minute's time to canvass the whole collection to make sure we were doing a thorough job. I worked almost 15 hours getting these papers together; and the University of Kentucky Library is the wealthier for these records, which represent a significant chapter of book publishing and sales for the South from about 1840 to 1920.

The whole field of southern business records lies almost untouched. Who can write intelligently of southern agricultural progress, or the lack of it, without first examining the records of the Lynchburg Plow Co., the Chattanooga Plow Co., and Benjamin Franklin Avery and Sons of Louisville? The important textile records, I am sure, lie scattered in the junk-rooms of the mills, or have been destroyed altogether. On one or two occasions, the Baker Library at Harvard has called our attention to valuable textile records in Tennessee. It is true that the whole field of business manuscripts is broad and diverse, but it is time that at least one southern university should give serious attention to the collection of these records and to their housing in a building large enough, with a staff adequate enough to do the necessary collecting and arranging. This will be a somewhat expensive undertaking, and the bulk of the records will indeed be great, but who can say that they are not important? Perhaps it is not too dreamy-eyed to hope that southern business executives may contribute both money and records to the creation of a centralized industrial archives. With the rise of industrialism in the region, business records will soon become of major importance in the field of southern economics and history. Their collection is a "must" on some university's list of things to do to place it in a favored position as a research center of the future. These records are, fortunately, not too hard to collect. At least

the companies are easily located, and in my opinion business men would be no more difficult to convince of the importance of preserving their records than maiden ladies and "curious" men.

The South has come a long way in 50 years in the preservation of its records. It would take too much time to belabor the facts of what to you must be the obvious places where these advances have been made. Most States have archival departments that are aggressive in varying degrees. Most universities are becoming somewhat aware of the great rewards that await them in the field of manuscript materials within their communities, and even private historical societies are much more active than before. The efforts and encouragement of older scholars and collectors are now bearing fruit in the fine crop of young scholars in many fields of interest, who are industriously digging into the South's records of the past for answers to many questions of significant meaning for the present. No one doubts at the moment that southern scholarship is a going thing, but it cannot mature as it must without strong library and archival support.

Possibly there has never been a time in southern history when it was more important to be about the business of collecting records than now. As I have said, there is a growing scholarly demand for the materials, and the South itself is rushing headlong into a major industrial era. Old homes are being cut up into efficiency apartments or destroyed to make room for industrial developments. Towns and country villages are growing faster than ever before, and there is less and less space in private depositories for the retention of family papers. The older generation, which had a close secondary tie-up with the Old South, is rapidly passing from the scene; and the papers that have been preserved are falling into younger hands. Many of these young people are indifferent to these source materials — either because they are no longer masters of their own fate, owing to calls to the armed services, or because they are forced to move to the crowded communities of defense industries.

On the other hand, we are in an age of the silliest kind of commercialization of our history. Every tourist camp, soft-drink stand, roadside park, and antique shop has to collect its stock of local historical materials to offer the omnivorous peanut-crunching, drink-gulping tourist a bait to stop by to see the snakes, buy plaster of Paris horrors, and read Grandpappy's letters. Even *Life* and *Look* magazines have given what, in my opinion, is most unfortunate publicity to manuscript finds. These articles serve no good purpose; they erect serious barriers to the intelligent collection and preserva-

tion of vital historical materials. During these flush times of inflation private collectors have multiplied by the hundred, and they go about the land gathering up everything from buttons to letters. They have successfully combed many collections, sometimes taking selected letters or, much worse, sometimes snipping off autographs. A few of these collectors will be intelligent enough to leave their treasure troves to their old schools or to dignify their own names by establishing collections in some institution which suggests their making such gifts.

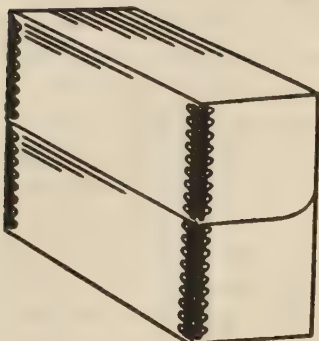
It seems to me of major importance that universities which hope to become important centers of scholarship should make great efforts to collect everything of pertinency around them. For 20 years I have carried on a continuous argument with two university presidents on the subject of employing a full-time collector to gather up the manuscript materials of Kentucky that are going to the wastepaper mill every year. The two presidents I have dealt with have been fine gentlemen and generous-minded administrators, but my pleas have not made enough impression to date for us to save any considerable volume of manuscripts. Neither president has had to be "sold" on the idea; but both of them have felt, I am sure, that such a proposal was unorthodox and should wait for the future and for greater financial resources. I wish to praise the University of North Carolina without reservation for its intelligent approach to this problem. That university has built a permanent asset which will endure as long as southern civilization holds together, and students yet unborn will bless the decision of the administration that dared to be unorthodox and encourage the collecting of so rich a storehouse of materials.

At this point I wish to pay tribute to three southerners because I feel a close kinship with them. One whom I never saw, Stephen B. Weeks of Trinity College, seems to have known something of the importance of historical records and to have begun a modest collection. I am sure he was a historian who was "on fire." The other two men have been my good friends, I have held both of them in warmest affection, and they have set an ideal for me. The first was William K. "Tubby" Boyd, who had both a genuine sense of the value of the original records and the energy and imagination to collect them. The other is Professor J. G. deRoulhac Hamilton. From my days as a graduate student I have greatly admired Dr. Hamilton. He has distinguished himself as one of the South's most ardent and valuable sons. Seldom has it been the fortune of a man to be both so able a historian and so magnificent a collector. In my hum-

ble opinion Dr. Hamilton has reached invaluable goals in the South. The extraordinarily fine Southern Collection at the University of North Carolina will stand as a monument long after that charming gentleman has had at least three flings at trying to beg away from Saint Peter all the records pertaining to his admission of southerners from 1606 to 1890. But it will not be the Southern Collection alone, fine as it is, that will get him into a position to annoy Saint Peter. It will be the activities of that multitude of once lackadaisical southern defeatists, who sat by and allowed their records to go to the gullies, the rats, the brides, and Chicago. When Dr. Hamilton came along and gathered up enough of their papers to make them infernally mad, they got busy and are now doing something on their home grounds. No one can estimate the money that he cost the States of Alabama, South Carolina, Georgia, and Virginia alone by forcing them to wake up and collect and service their records.

There are still those whining, petulant people who cry in a weary refrain, "He robbed us." He did not rob anybody but the rats and the flames; he saved from destruction many of their choicest historical records. It is the same dull and tiresome chorus that has sung a dirge for Lyman Draper all these years. The South's historical records are more secure tonight than ever before in the region's history largely because Dr. Hamilton had the energy, plus the personal magnetism, to go out and persuade the owners of records to dispose of them intelligently. He has been a noble pioneer indeed, who opened vast spaces in the wilderness of southern manuscript collecting and preservation. But there are still smokehouses, attics, and abandoned buggy-sheds where he did not disturb the dust; and it is imperative that many institutions work vigorously at building his monument higher by gathering within their depositories as complete a record of southern civilization as it is possible to assemble.

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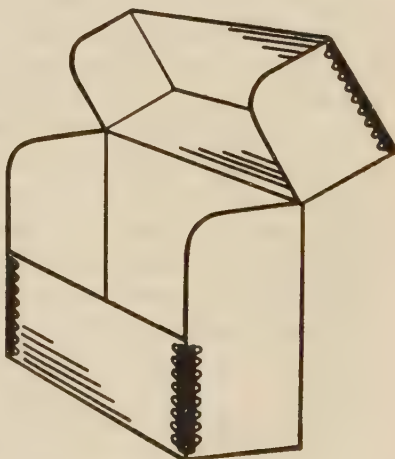
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The Development of an Archival Program in Minnesota¹

By ROBERT M. BROWN

Minnesota State Archivist

THE preservation of State records was a recurring theme in Minnesota for 35 years before the present archival program was inaugurated. The Minnesota Historical Society is largely responsible for preserving the many official records that are now part of the archives and for incessantly advocating a comprehensive plan for archives commensurate with the need.

There was an awareness of the importance and value of the State papers as early as 1913, when the legislature appropriated funds for a building to replace the cramped quarters of the society in the basement of the capitol. From that date until the Minnesota Archives Commission was established in 1947, the society pressed for an archives program. It cooperated in two inventories of State records; on several occasions it sponsored legislation that placed the care and preservation of essential noncurrent records under the control of the society; and it repeatedly urged the legislature to provide sufficient personnel to service the archives that continued to be transferred to the society building for permanent storage. Much credit for these activities is due to the initiative and vision of Solon J. Buck and Theodore C. Blegen, former superintendents of the society.

The first survey of State records was made in 1914-15 under the joint sponsorship of the society and the Public Archives Commission of the American Historical Association. Herbert A. Kellar, who was in charge of the survey, reported that storage conditions were unfavorable and that many records were inaccessible. To make them accessible to State officials and scholars, he suggested that the older records be placed in charge of a commission and that a suitable archives building be constructed. An alternative plan recommended by Mr. Kellar was to empower the historical society to house, service, and administer the archives no longer needed for administrative purposes.

¹ Paper read at the annual meeting of the Society of American Archivists, Annapolis, Maryland, Oct. 16, 1951. The writer has since revised the paper slightly.

The latter plan was recognized by the Minnesota Legislature in 1915. After Mr. Kellar made his report to the society, the governor signed a bill entrusting to the society the responsibility for the care of State archives. In amending the act of 1913 relating to the construction of the new historical building, the legislature directed that the building be suitable for the "care, preservation and protection of State Archives."

The act of 1915, however, was inoperative without further legislation. This was remedied in 1919, when the legislature authorized the society "to act as custodian of state and local archives, and to provide for the collection and administration of public records." This legislation, permissive rather than mandatory, remained unchanged until 1941. Then by an amendment the society was permitted to destroy public records it judged to be without legal, historical, or administrative value, provided that no public document less than 6 years old be destroyed. Thus, from 1915 until the State Archives Commission was created in 1947, the society was recognized in effect as a State department of archives.

In 1928 a resurvey of State archives was financed by the Public Archives Commission and executed under the direction of the Minnesota Historical Society. The survey was in charge of Donald Van Koughnet, then a graduate student at the University of Minnesota. Mr. Van Koughnet found that since the 1914 survey storage conditions had deteriorated rather than improved and that the records were even more difficult to locate because some of the offices had been moved in the intervening 14 years.

By 1943 the condition of the official records had become a problem of major concern. That the society did not have sufficient personnel to conduct an archival program was admitted and emphasized by numerous requests to the State legislature for more staff. Lewis Beeson, acting superintendent, and Grace Lee Nute, curator of manuscripts, were spending a good deal of time on the disposal of useless records. Added to this burden of records disposal was the problem of storage space for archives judged to be of permanent value, and it was urged that legislation be enacted that would create a more efficient and workable procedure for the care of State records.

In 1945 the advices coming from the society received ringing confirmation. The Interim Committee on State Administration and Employment, created in 1943, noted the general dissatisfaction with the current law governing the preservation and destruction of State documents. Its report, made in 1945, included an analysis of the

deficiencies in the law and an observation that the society was not equipped to carry out its provisions. It was recommended that a law be passed setting forth a broad general policy, with power vested in an archives commission to make specific regulations for individual classes of records. It was further recommended that the archives commission be composed of the attorney general, to appraise the legal value of the records; the public examiner, to determine their need for postaudit purposes; the State auditor, to appraise their accounting value; the commissioner of administration, to appraise their administrative value; and the director of the Minnesota Historical Society, to determine their historical value.

Such a commission was created in 1947 when the legislature passed the Minnesota State Archives Act. The legislators, following the recommendations of the Interim Committee, provided for an archives commission that was independent of the society. Composed of the five State officials that had been suggested, the commission was empowered to engage personnel to enable it to perform its duties. It was granted authority to direct the destruction, sale for salvage, or other disposition of State records determined to be of no lasting value; to microfilm, photograph, or otherwise reproduce records that must be retained permanently. In addition, the act placed in the custody of the Archives Commission all the State records that had poured into the Minnesota Historical Society building for more than a quarter of a century. Although the society had accepted fewer records for permanent storage after 1941, when it received authority to destroy nonessential records, a mass of record material had accumulated from 1919 to 1947. These State records, the responsibility of the Archives Commission since 1947, have remained in various rooms and stack levels in the society building because the legislature made no provision to accommodate the State archives in any other structure.

Some of the archives that the society had accepted before 1947 had been arranged, calendared, and stored in boxes in the manuscripts department of the society, but most of the records had not been segregated. More serious, the records were stacked haphazardly in two subterranean rooms, the only available storage space in the building. In these rooms, where construction had never been completed, the records were piled in a variety of makeshift containers, dilapidated cardboard boxes, and wooden crates, and were exposed to dirt, mold, dampness, and fire.

Although the Archives Commission realized the need for the care of historical documents, the disposition of useless records en-

cumbering State offices and storage vaults was imperative. In an attempt to reduce the bulk of records, an experiment in microphotography was begun in 1948 on a limited scale with one rented camera and a small staff. Chosen for microfilming were records in the Office of the State Auditor — warrants and supporting documents of the Rural Credit Bureau and the Department of Highways. In 18 months, 1,000 cubic feet of storage space was cleared. The task ahead, however, was formidable. Records were cramming every available space, occupying expensive filing equipment and areas urgently needed for other purposes. After carefully studying the experiment in microphotography to see if the best use was being made of the funds appropriated and if the program was adequate to meet the records problem, the commission found that with one camera the staff of three or four could not even keep up with the current accumulation in the one office. At the rate the material in the auditor's office was being filmed, it would take 46 years and \$299,000 of State money to complete the filming of the 22,000,000 warrants then on file in the office, to say nothing of the records accumulated and piling up in other departments and agencies of the State. Since many more cubic feet of storage space was being cleared by a limited disposal program than by microfilming, the commission decided that expending the major portion of the funds on microphotography was not the wisest use of the appropriation, and the microfilming project was discontinued.

The commission felt that its experience in microfilming had demonstrated that the most effective and economical program would be to accelerate the destruction of nonessential records. Even with a limited disposal program, from 1947 through 1949 approximately 30,000 cubic feet of records had been cleared from buildings owned or rented by the State. Disposition of records was made through application by State departments to the commission. An application form with space for records description was filled in by the department requesting disposition of records. After the application was submitted, the commission made an investigation and took action on the request.

To help formulate plans that would be sufficiently broad to solve the immediate and long-range record problems of the various State departments, the commission in 1950 appointed an archivist to its staff. Granted wide latitude in developing and maintaining a State-wide archival program, the archivist is responsible to the commission but works under the direction of the society's director, who is ex-officio secretary of the Archives Commission.

The archivist speeded up records disposition by sending out a bulletin urging all 105 departments and agencies of the State to submit applications for records disposal. In the bulletin, the archivist announced another phase of the program. It was clear both to department heads and to the commission that the work of the archivist would be carried to the source of records creation. Through records inventories in each department, schedules will be established for the regular destruction of records no longer useful, and filing procedures will be developed to segregate temporary records from those having permanent value. Since the archivist has only one assistant, the departments had to provide sufficient personnel to inventory their own records. Two forms were issued for the guidance of the departments making the inventories. The first explained why the inventories were necessary and gave direction for the use of the second, a work sheet with space allotted to each classification of the essential information.

In September 1951 records inventories were begun in two departments, the Department of Administration and the Office of the State Auditor. Inventories were begun in these departments first because their records, central to the administration of the State, are duplicated in different forms in other departments. The commissioner of administration and the auditor informed key personnel in their departments of the objectives of the inventory. They distributed the forms and requested the full cooperation of their staffs in doing the job completely and expeditiously. To date two completed inventories have been received from divisions of the departments. When all the inventories have been received, it will be possible to eliminate inactive records, to isolate records of permanent value, and to work out retention schedules with department heads. The inventories will be extended to other departments as soon as the returns from the first two have been analyzed.

While this work was going on, the archivist and his assistant began to organize records transferred to the Minnesota Historical Society building for permanent storage. Because the papers of the governors are of prime importance to searchers they were chosen as the first group to be processed. The papers had come from the Governor's Office in installments from 1919 to 1951. In the various groups there were many kinds of filing, ranging from subject divisions to a chronological sequence. Before the creation of the Archives Commission, the manuscripts department of the historical society had prepared a tentative inventory of the governors' papers that arrived in 1919 and 1930. In the interval, however, the organ-

ization of the records had become so confused that even the calendar was not an accurate guide.

With the 1951 transfer the Archives Commission had in its custody papers of the governors from 1849 to 1943. The staff reviewed and systematized the work done in the earlier records by the manuscripts department, moved the papers into new folders, made accurate labels, and transferred the information from the labels to an inventory sheet. Work has been completed on records for the period from 1849 to 1884. When the entire group has been sorted, analyzed, labeled, and boxed, the resultant inventory will be duplicated for the use of searchers and other institutions.

The long-range plans of the archivist call for an extension of this type of inventory to other groups of historical records that have been transferred to the commission. Among the records that are in common use by searchers are those of the secretary of state, the surveyor general of logs and lumber, and the attorney general. Each inventory will be duplicated upon completion. The staff also will prepare inventories of records that should be made known to the public even though they have not been transferred from the offices for permanent storage.

The future holds much for the archival program in Minnesota. The commission has made a beginning, drawing upon the experience of its own past as well as that of other States. The objectives of additional staff, adequate storage space, accelerated disposition of useless records, records control at the source, the proper care of permanent records, and the preparation of inventories and guides are high on the list of the archivist as he moves into his second year.

R. D. W. Connor, First Archivist of the United States¹

By WALDO GIFFORD LELAND

*Director Emeritus
American Council of Learned Societies*

I FEEL that the privilege of speaking to you of Robert Connor on this occasion is a great honor as well as an opportunity of meeting an obligation of a long and dear friendship. We first met in Raleigh in the spring of 1905; I was on a tour of historical reconnaissance for the new Carnegie Institution of Washington and he was a member and secretary of the new North Carolina State Historical Commission and at the same time secretary of the Educational Campaign Commission of the State's Department of Public Instruction. We were both at the beginnings of our careers, we were of nearly the same age, and our interests ran along related lines in the field of American history. The following year we met again, quite by chance, in Lexington, Kentucky, where he was attending the Conference for Education in the South and I was on my way back to Washington after a second tour of historical reconnaissance. Thereafter, except for the years when I was in Europe, we met more and more frequently, sometimes in the meetings of the American Historical Association, more often in Washington. Our friendship grew closer with the years and is now one of my most cherished memories.

Robert Digges Wimberly Connor was born in Wilson, North Carolina, on August 28, 1878. He was named for his grandfather, Robert Digges Wimberly, who was a planter in Edgecombe County. His father, Henry Groves Connor, then a practising lawyer, was to have a distinguished career as a member of the State legislature, as associate justice of the State supreme court and finally as judge of the United States District Court. His mother was Kate Whitfield of Wilson. His two elder brothers served respectively on the State supreme court and in the legislature. Robert was profoundly influenced by his father, of whom he said, in the dedication of one of his books:

¹ An address read on the occasion of the unveiling in the National Archives of a portrait of Dr. Connor, Oct. 10, 1952.

I dedicate this book to my father, Henry Groves Connor, because it was he who first aroused my interest in the history of North Carolina; because by his own life, character and public service he has added dignity and honor to the annals of the State; and because in himself he personifies that reverence for the laws and institutions of democracy, that love of justice, and that faith in the common man which I believe to be characteristic of the people of this Commonwealth.

Robert graduated from the University of North Carolina in 1899, having distinguished himself in history and in editorial services on student publications. The university was to remain throughout his life an object of devotion and a source of inspiration. His first years after graduation were spent in teaching in the schools of Winston-Salem, Oxford, and Wilmington, an experience which directed his interest to the use of history in the formation of youth. It was in Winston-Salem that he met Sadie Hanes, a fellow teacher, who became his wife in 1902 and whose gracious companionship he was fortunate to have for nearly five decades.

In 1903 he joined with other members of the recently formed State Literary and Historical Association in bringing about the organization of the North Carolina Historical Commission, a step which started him along the long road that led in time to this building and to the post of Archivist of the United States. As secretary of this commission from its creation until 1921, he was a central figure in the advancement of the historical interests and activities of North Carolina, and he achieved a reputation which soon spread far beyond the boundaries of the State. The work that he performed during these years was not merely one of promotion; it was a genuine work of creation — the creation of a great historical agency of the State. As early as 1906 he formulated a plan for a State Department of Archives and History which should house and administer the public records, which should collect and preserve all manner of historical materials, which should issue historical publications, and which should encourage the people of the State to interest themselves in its history. Persistently, patiently he worked to realize this plan, to such good effect that now the Department of Archives and History is an important part of the State establishment, a model historical agency, and a living monument to Robert Connor.

Notwithstanding a heavy load of administrative and official duties, he managed to produce many important contributions to the history of North Carolina. His biography of Cornelius Harnett, published in 1909, received the award of the Patterson memorial

cup and was pronounced by John Spencer Bassett to be "probably the best, most connected, sanest presentation of the state's history in the critical years during which the change [from Colony to State] was absolutely made."² Among later works of this period were *Life and Speeches of Charles Brantley Aycock* (in collaboration with Clarence Poe); *Ante-Bellum Builders of North Carolina*; *The Story of the United States for Young Americans*; and *Race Elements in the White Population of North Carolina*.

Although Connor devoted his attention chiefly to the historical interests of his State, he took an increasing part in national activities, especially those of the American Historical Association. In its annual conferences of State and local historical societies and of archivists, in its general sessions, and in its Public Archives Commission he represented significant experience and achievement, and the range of his influence on behalf of the preservation and administration of public records and of all other forms of historical source materials constantly broadened.

When the United States became involved in the First World War the historians of the country organized in Washington an unofficial National Board for Historical Service, of which Connor was a founding member. Appropriately he directed his attention mainly to the collection and preservation by States and local communities of all kinds of records and materials on which future histories of the war efforts of the American people must be based. In his own State he set up, under the direction of Robert B. House, a special agency for this important service.

In 1920 Robert Connor prepared to leave the North Carolina Historical Commission for a new phase of his career, that of university professor. Graduate study in Columbia University and association with such scholars as James Harvey Robinson, William A. Dunning, Evarts B. Greene, and James T. Shotwell had prepared him for the change in occupation and status. His resignation as secretary of the North Carolina Historical Commission took effect in August 1921, and he then became Kenan Professor of History and Government in the University of North Carolina. But he retained a lively interest in the commission, and in the following summer he undertook a mission in its behalf to England for the purpose of reporting on North Carolina materials in the Public Record Office. Later he served as a commission member and chairman; and, when the commission was transformed into the executive board of the State Department of Archives and History, he continued to be

² *American Historical Review*, 15:623 (Apr. 1910).

its head. Thus he took part in the realization, in name as well as in fact, of the plan which he himself had drawn up in 1906.

The transition from State office in Raleigh to the university faculty at Chapel Hill was not difficult, for he had never lost close contact with his Alma Mater, having served as a member and secretary of its board of trustees and as president of its alumni association. So he slipped easily and happily into the life of the academic community, with its duties of teaching and administration and its opportunities for research and writing, not to mention its friendly and stimulating associations. He quickly won the respect and affection of faculty and students. Succeeding to the headship of the department of history and government, he was considerate of his colleagues and encouraged their research and their plans of instruction. He was an inspiring teacher, for to him teaching was an art and not a pedagogical device. We know that twice he came perilously near being elected to the presidency of the university; but, recalling in this place what that elevation would have cost the National Archives, we can only be gratified by his escape.

During his 13 years at Chapel Hill he was able to make important contributions to North Carolina history, of which the most notable was the two-volume work which bore the title of *North Carolina; Rebuilding an Ancient Commonwealth* (1929). He also contributed numerous articles to the *Dictionary of American Biography*.

When the American Historical Association held sessions of its annual meeting in Chapel Hill, in 1929, Professor Connor read a paper entitled "The Rehabilitation of a Rural Commonwealth," which is a moving account of the upward progress of North Carolina from the depths of reconstruction to the brighter uplands of the present century. The opening passages of this paper are so perfect an example of his quiet humor and literary expression that I venture to quote them:

We North Carolinians are a modest people. Indeed, our modesty is our favorite boast. We love to think of North Carolina as a "valley of humility between two mountains of conceit" — but we love still more to brag about it. That is what we call our "honest pride." . . . As for myself, I confess to no little embarrassment at the part assigned to me in this conspiracy. Really, it seems to smack too much of that form of egotism which inspires a man to invite you to his house in order to talk about himself. That offends the feeling of humility which I inherited in so marked a degree from the O'Connors of County Cork.³

If I have dwelt at some length on Robert Connor's careers as

³ *American Historical Review*, 36:44 (Oct. 1930).

State historian and archivist and as university professor, it has been to make clear how completely they prepared him to undertake the culminating task of his life — the formation of the institution which bears the name of the National Archives.

For many years the historians of the Nation, including Connor himself, had labored to bring about the construction of a building suitable for the housing of the public records and the creation of an establishment for their preservation and administration. By 1934 the building was nearing completion, and the National Archives Act of that year provided for the Presidential appointment of an Archivist of the United States and the formation of a "National Archives Establishment." This creation of a new independent agency was at once noted, not only in the world of scholarship but in that of practical politics.

Scholars who had striven to achieve the objective which was now assured were determined to secure the appointment as first Archivist of the United States of a man as ideally qualified as possible for the post. They sought a scholar of high reputation, of proved administrative energy and resourcefulness, who had had experience in the administration of public records and whose firmness of character would make it impossible for persons of ulterior political motives to impose upon him. The American Historical Association, chartered by an act of Congress of 1889 "for the promotion of historical studies, the collection and preservation of historical manuscripts, and for kindred purposes in the interest of American history and of history in America," rightly conceived itself to have a major public responsibility in the matter. Accordingly its executive committee was charged to canvass possible candidates and to make appropriate recommendations to the President of the United States. John Franklin Jameson, although not a member of the executive committee, was senior member of the council of the association, a former president, and chief of the Division of Manuscripts in the Library of Congress. He was requested to serve with and for the executive committee; and, in fact, he performed most of its labors. It was he who had led the long campaign for the National Archives, and no one was more determined that the first appointment should be of the highest quality.

After much correspondence the unanimous choice of the executive committee rested upon Robert Connor. The next step was to induce him to allow his name to be presented with assurance that he would accept the appointment if it should be tendered. To the great disappointment of the committee, Connor at first declined to

be nominated to the President, giving as his reason his sense of obligation to the University of North Carolina. He was persuaded, however, to discuss the matter with President Graham and to defer his final decision until he had done so. Jameson, not wishing to leave any stone unturned, suggested that he and Connor might talk the matter over before Connor's interview with the president of the university. Accordingly, on June 24, Jameson and Henry Bourne journeyed to Cumberland, Maryland, to meet Connor, who journeyed there from Morgantown, where he was teaching in the summer school of the University of West Virginia. The interview at Cumberland was historic and fortunate, for after Connor had his discussion with President Graham on July 6 he informed Jameson that the executive committee of the association might present his name to the President. After communicating this happy news to the executive committee and to William E. Dodd, president of the association, who was then in Berlin as United States Ambassador to Germany, Jameson presented the association's recommendation to President Roosevelt. A few passages from Jameson's letter of July 14 are here quoted because they reveal the qualities which in the opinion of the executive committee the position demanded of its incumbent and which the committee was convinced that Robert Connor possessed in a high degree. Jameson wrote:

Professor Connor is a man of fifty-five years, of strong and impressive physique, of a family highly regarded in the State, his brother being a justice of the Supreme Court, as his father was before him. He was secretary of the North Carolina Historical Commission (which means archivist of the State — the first archivist the state ever had) . . . to 1921, and made a distinguished success of that work, so that the archives of North Carolina hold a high place in the estimation of historians throughout the country. . . . But while the Executive Committee of the American Historical Association lays proper emphasis on successful experience in archive work, it is well aware that the business of being the first Archivist of the United States is primarily an administrative employment, and one requiring a combination of organizing power and personal tact. In recommending Professor Connor they have had chiefly in mind the fact that he is a man of great administrative capacity, a man of force and character, who would wish and would be able to place the new institution on a high level and maintain it there, a man of affairs and action, yet one of quiet and agreeable ways, who has shown by his success in dealing with the North Carolina Legislature the tact and considerate spirit which a novel institution like the National Archives will require in its dealing with the various governmental organizations which will contribute to the Archives and which the Archives will serve.

Besides its aid to government departments, it is possible for the National

Archives to perform a great service to the country and its intellectual progress, by facilitating and encouraging those studies — historical, economic, sociological, statistical — which the best European archives promote and in some cases carry out. The recommendation of Professor Connor is based on the conviction that, taking an enlightened view of all these possibilities and capable of understanding and devising means for their realization, he would make the new institution, from the beginning, a powerful agency in the development of American scholarship, comparable in its way, to what Dr. Putnam has made of the Library of Congress.

It was not difficult to secure the support of the Senators and Representatives of North Carolina in Congress for this recommendation nor the support of others near to the President, such as the Ambassador to Mexico, Josephus Daniels; the Secretary of Commerce, Daniel C. Roper; officers of the Department of State; and, of course, Ambassador Dodd. Perhaps unnecessary concern was felt because of rumors of other candidacies, some of which were politically inspired, and because the President made no sign of his intention. At last, however, Connor was invited to an interview with the President on October 3. The story of this he has told in lively fashion in the *American Archivist*.⁴

In this account he relates that after the President had expressed his gratitude for a service rendered to him years before by Connor as secretary of the North Carolina Historical Commission, he came to the point of the interview in the following words:

"I am required," the President said, "by an Act of Congress to appoint an Archivist of the United States. The man I am going to appoint must have two qualifications — he must be a good Democrat and he must have the endorsement of the historians of the country."

To this Robert replied, "I can meet the first requirement, Mr. President, but I don't know about the second."

Whereupon the President said, "Well, I do, and I'm going to appoint you."

And so, on this day, 18 years ago, the first Archivist of the United States was appointed.

Connor was able to enter at once upon the duties of the new office; but, since the new Archives Building was not ready for occupancy, the first Archivist, with a small and slowly increasing staff, took up quarters in the adjoining building of the Department of Justice. Many matters called for his immediate attention and action. First of all the plans of the Archives Building required

⁴ "FDR visits the National Archives," *American Archivist*, 12: 323-332 (Oct. 1949).

numerous tenant changes; and these had to be discussed with Louis Simon, Supervising Architect of the United States, whose interest in the new construction had been as keen as it was helpful. At the same time plans had to be made for the organization of the staff that was soon to be recruited, and simultaneously relations must be established with other branches of the Government whose records would soon be flowing into the new depository, while representations must be made to Congress to assure adequate fiscal provision for an agency which had not yet been set up. Finally, a continuous and endless stream of applications for positions in the new establishment had to be considered and sifted.

Certainly this last task was in many respects the most difficult. The Archivist sought advice and help from competent and disinterested sources and resolutely resisted considerations of political patronage. I think that those who have most at stake in the efficient operation of the National Archives, including the scholars who use the Federal records for research and the advancement of knowledge, would agree that a staff of great competence was built up, inspired by professional zeal and high ideals of public service and scholarship.

A year later, when at last the new building was occupied, the Archivist addressed an assembly of his staff in words of confidence and encouragement. Recalling the long effort to bring the establishment into being and to provide for the public records of the United States the magnificent building that was now ready for use, he expressed his conviction that the staff would "fully justify the high hopes and expectations of all those who made possible the National Archives of the United States." He continued:

From more than one source, from private persons, from experienced newspaper men, from government officials in other agencies — many commendations upon the personnel of the National Archives have been received. For myself, I am deeply grateful for the way in which you have all taken hold of your tasks, for the magnificent *esprit de corps* which you have displayed and for the spirit of loyalty which you have brought to the National Archives.

Having, myself, been in a position to observe the formation of the staff, to watch its development into an effective team, to participate in its professional enthusiasm, to estimate its contribution to effective administration and to scholarship, and to find that under new leadership its quality has not diminished, I feel qualified to say that the staff of the National Archives is itself the greatest tribute to the character of him who brought it into being.

Another major part of the task of the first Archivist of the United States was to "get along," if I may use that term, with officials of the Government and with Members and committees of Congress. In this his success was complete. His attractive and impressive appearance, his courteous and considerate manner, his friendly attitude and his sense of humor, together with his good sense in all matters, insured that success.

President Roosevelt, whose interest in the National Archives was exceedingly keen, as it was in all matters historical, accorded Robert Connor his friendship from their first meeting and soon addressed him as "Bob." It was my good fortune to witness this friendly relationship on numerous occasions, some of them fairly intimate, when plans for the Franklin D. Roosevelt Library at Hyde Park were being made, discussed, and carried out. With officers of the Government friendly working relations and agreements as to the transfer of records to the new Archives Building were not too difficult to reach. Indeed, with the coming of the prewar emergency, the reluctance which some officials had shown to part with their records gave way to an eagerness to transfer as many of them as possible as fast as possible.

With Members of Congress and in committee hearings Robert Connor was at his best. He was no novice in securing funds from legislative bodies, and he knew how to approach them. With committees he discussed in intelligible and convincing language the problems and needs of the National Archives. He told them about the destruction of "useless papers" and the possibility of reducing the bulk of the records by the process of microphotography, and he recounted striking instances of important economies which had been realized through the rediscovery of long-lost documents. He interested his congressional listeners, he never bored them, and he convinced them that the National Archives Establishment was an essential part of the Government.

To the general public the Archivist told the story of the National Archives on many occasions and to many different audiences. He explained its purpose and functions and the importance of the Federal records for all aspects of American life. In his own world of scholarship he described the many ways in which the National Archives could contribute to the advancement of knowledge, and he invited its fullest use by his professional colleagues.

In these and in all other ways Robert Connor accomplished his great national task with success and honor. Considering the man

he was, this does not surprise us, but our gratification is none the less complete.

And so, when in 1941 he was invited to return to his beloved university to occupy the newly founded Craige Professorship of Jurisprudence and History, he could accept the call with the feeling that he had done that for which he came to Washington 7 years earlier and that his colleagues and successors would carry on in the tradition that had been established.

After submitting his resignation to President Roosevelt he received a characteristic reply. The President wrote from Hyde Park on July 20, 1941:

Dear Dr. Connor, I hate the thought of losing your splendid services as Archivist of the United States, but I can well appreciate the pull that the Chair of the University of North Carolina makes on your heart-strings.

As the first Archivist of the United States you have not only laid the foundation but have built the actual structure of an extremely important and permanent repository of American historical source material. Your record is one which will always be acclaimed with well-deserved appreciation.

Please let me know when you want me to set the date of your official resignation. I am doing this not only with official regret, but with my own deep regret that I shall lose a personal friend from my official family.

In September Robert and Sadie Connor returned to Chapel Hill, leaving vacancies in Washington which would not be filled. On their departure the staff of the National Archives presented to them a token of their affection in the form of a beautiful silver service.

Robert Connor's interest in archives did not cease, however, with his reentry into academic life. He was elected president of the Society of American Archivists, which he had helped to form, and he resumed official relations with the North Carolina Historical Commission.

On February 25, 1950, while he was engaged in the congenial task of preparing a documentary history of the University of North Carolina, the inexorable messenger came for him, and so he passed from among us.

His memory and his works endure.

Recent Archival Developments in Georgia¹

By MARY GIVENS BRYAN

Georgia Department of Archives and History

MY general topic covers roughly three points: (1) The condition of the archives of Georgia when I began my work, (2) setting up a program to meet my immediate needs, and (3) the long-range program as I envision it.

May I introduce the first point with a brief history of the steps leading to the formal organization on September 10, 1918, of Georgia's Department of Archives and History and of what has been done since it began operation on January 1, 1919.

The struggles to rescue from oblivion the records of the labors and achievements of our colony and State is partially recorded in early schedules, inventories, checklists, and the like, on file in Georgia's archives today. The earliest such recording, I find, is a list of records in the executive office in 1791, a schedule of books of records belonging to the secretary of state's office, taken May 2, 1792. Other lists appeared in 1812, 1816, 1823, 1841, 1845, 1896, and 1903, and a checklist in 1917 notes Georgia archives on file in the offices of the adjutant general, the comptroller-general, the executive department, the secretary of state, and the Western and Atlantic Railroad, a State-owned railroad. This checklist was prepared by the State librarian and published in the *Proceedings of the First Annual Session of the Georgia Historical Association, Atlanta, Apr. 10, 1917*, pp. 49-63, along with an article on "The Condition of Georgia's Archives" in the same issue, pp. 32-35.

On December 9, 1823, Gov. George M. Troup reported to the legislature the following revealing facts:

... that the books and papers in the executive office are in such disorder and confusion as to require immediate attention . . . the old books and papers connected with events which form our early history, are thrown into trunks and put aside as food for worms — so far as the history of our country is of any value to us, I submit for your consideration, whether these may be overhauled, and be made to pass through a classification and arrangement.

¹ Paper read at the annual meeting of the Society of American Archivists, Annapolis, Maryland, Oct. 16, 1951. The writer has since revised the paper to bring it up to the date of July 1, 1952.

As a result of this plea and the alarming Indian situation, in 1824 the legislature appointed Joseph Vallence Bevan of Savannah as historiographer "to search the archives of the State with a view to unfold its history," and appropriated \$400 for the work. This was Georgia's first effort to have an official history compiled and edited from official records. Although Bevan died before he was able to complete the work he had undertaken, he forwarded to Governor Troup in 1825 "a table of the Documents relating to the History of our State; having taken care to select only such as I believed to possess real & intrinsic interest." The Bevan papers, his letter of transmittal to Governor Troup, and the table of the Georgia documents are today in the possession of the Georgia Historical Society, Savannah, a private historical society organized on June 4, 1839, 80 years before the Department of Archives and History began operation. On several occasions this society was authorized by the State to keep some of its valuable relics and records. Mr. Tefft of Savannah furnished the Library of Congress with a table of Bevan's collection of papers some years ago. The Library of Congress also acquired material concerning the Georgia archives in the Peter Force papers. The Georgia Historical Society in 1845 appointed William H. Pritchard an "agent to proceed to Milledgeville [then the State capital] for the purpose of procuring a full and correct schedule of all documents pertaining to the History of Georgia from the landing of General Oglethorpe to the close of the War of the Revolution." A lengthy and complete schedule made by Pritchard as a result of his mission is on file in the Georgia Historical Society.

In the long-range program I plan to publish a new checklist of Georgia archives; then the director of the Georgia Historical Society, Mrs. L. M. Hawes, and I plan to collaborate and follow up the new checklist with the inventories mentioned above and to publish them in chronological order in future numbers of the *Georgia Historical Quarterly*, or, still better, to have the checklist and inventories appear in a single issue. The articles on "The Public Archives of Georgia," by Ulrich B. Phillips in the American Historical Association's *Annual Report*, 1903, volume 1, and the checklist by Mrs. Maud Barker Cobb, State librarian, of 1917, in the publication already mentioned, are today inadequate. Some items they reported missing have turned up in the assembling of the archives, while others reported on file are today missing. Checking these lists of eighteenth and nineteenth century archives against our present holdings for the period will be an interesting compara-

tive study. Work is under way on this project, with the idea of publishing the results.

The colonial records of Georgia in London were copied at the expense of the State, in accordance with an act of 1837, the cost being approximately \$7,000. The Rev. Charles Wallace Howard "repaired to London" and remained 3 years, returning with transcripts of 22 volumes. Subsequently all of these costly volumes but 4, which are now in the department of archives, were destroyed by fire in 1891, in the home of a professor who had borrowed them — a practice permitted in those days.

Nothing was done to replace the colonial records until 1902, when former Gov. Allen D. Candler was appointed to compile for publication "the Colonial, Revolutionary and Confederate records" of Georgia. He did not "repair to London" but arranged to have Messrs. B. F. Stevens & Brown of London do the transcribing. Legislative funds provided for the transcribing of 39 volumes and the publication of 25. My predecessor, with the aid of the WPA, typed, indexed, and prepared the remaining *Candler Manuscripts* for publication — 14 volumes in all. These are scheduled for publication in the near future.

Between 1903 and 1918 the State's three compilers of records — Allen D. Candler, William J. Northen, and Dr. Lucian Lamar Knight — wrote in their annual reports of the great difficulties they encountered in finding the official records and documents pertaining to the three historical periods the documents for which they were authorized to compile and publish. In Candler's report to the Governor in 1903 he stated:

Georgia has been too slow in preserving her history . . . our neighbors, carved out of Georgia territory, Alabama and Mississippi, already have established by law a "Department of Archives and History," and the Department put under the charge of an officer designated the "Director."

The nucleus for such a department for Georgia already existed in the compiler's office. The Georgia Historical Association, organized in 1917, had as its chief aim to establish for Georgia a department of archives and history. Dr. Lucian Lamar Knight, a well-known Georgia historian, had been appointed compiler of records in 1913 and became the president of the newly formed Georgia Historical Association. He emphasized that Georgia's most pressing need was a department of archives, that Georgia was without adequate history, for the period 1785-1860, which he called "Georgia's Silent Years — An Alarming Hiatus." Dr.

Knight was the driving force behind the movement to establish the department; with the able backing of the Georgia Historical Association and of patriotic societies, especially the Daughters of the American Revolution and the United Daughters of the Confederacy, the department was established. With slight modifications, it was based on the Alabama model. Dr. Knight was known as its founder and became the first State historian and director of Georgia's Department of Archives and History.

Under the reorganization act of 1931 the State Historical Commission, formerly in control of the department, was abolished; and the powers, duties, and functions of the commission were transferred to the secretary of state. In 1929 a 20-room residence was tendered to the State by the heirs of A. G. Rhodes for the home of the Department of Archives and History. The department was moved from its small quarters in the capitol building to its new headquarters, Rhodes Memorial Hall, in 1930. Today its collection consists of more than 70 thousand official manuscript books and pamphlets, and 4 million paper records, which have been assembled, classified, arranged, and cataloged over a period of 30 years.

SETTING UP THE PROGRAM TO MEET IMMEDIATE NEEDS AND THE LONG-RANGE PROGRAM AS NOW ENVISIONED

When I was appointed by the secretary of state as acting director of the Department of Archives and History, in September 1950, I was asked to work with him in a program of expansion for the restoration shop and selection of material from our files for lamination. A Barrow Laminator had been purchased in 1942, but because of lack of funds and staff very few documents were restored until 1950. During the fiscal year 1950-51, however, 19,091 pages were laminated.² After lamination our book records are being rebound in buckram by a commercial firm. In preparation for the removal of the land office records and other records from the office of the secretary of state and the State treasurer, a complete rearrangement of the stack areas and the shifting of books and files was necessary.³ The work was completed late in the summer of

² During the fiscal year ending June 30, 1952, 24,000 pages were laminated.

³ The removal of the land office records was completed and the books and records were inventoried. They consist of approximately 1,000 volumes of head-right, bounty, and lottery grants, and surveys relating to these, with master indexes to cover grants and surveys, by number and by name, included in the various volumes. In addition there are approximately 330 volumes of field notes of the district surveyors, and 400 district and county maps.

1951. This move afforded me the opportunity to eliminate deplorable segregations in record groups.

We are at this time setting up the microfilming program. The sum of \$20,000 was appropriated to the secretary of state for the housing and safekeeping of permanently valuable State records. In the summer of 1951, 80,000 notary public commissions were microfilmed, and approximately 3,000 commissions of county officers are in the process of being filmed at this time.⁴ Scheduled for filming in order to release greatly needed space in our building are the property tax digests of Georgia counties, 1880-1949, deposited with us by the Property Tax Division of the Revenue Department. This group of records consists of approximately 6,500 large volumes, occupying five rooms. House and Senate bills and resolutions, 1859-1940, from the Office of the Secretary of State, occupy one large room in which they are packed to the ceiling and are practically inaccessible. With the advice of the secretary of state I am selecting bodies of records of historical importance and high research value, for filming. They are irreplaceable unpublished historical source materials on file in his office and our department, consisting of original State constitutions and journals of State conventions, records of the general assembly (acts, and house and senate journals), Georgia's treaties with the Indians, passports issued by the governors, 1785-1820, Creek and Cherokee Indian letters, material on Indian depredations, governors' letter books (letters sent and letters received), the series of executive minutes, records concerning Georgia military affairs and commissions, 1775-1864, and a list of persons entitled to draws in the lottery authorized by the act of May 11, 1803 (4 vols.). Security copies will be provided and we hope to make the films of these records available to scholars, archives, libraries, and universities throughout the country, at small cost, whenever they are needed and called for. This will conserve travel time and expense for the persons interested and will further ensure a means of preserving our priceless documents.

We have still other projects in view:

1. We hope to establish a well-planned museum with new equipment, placing particular emphasis on a "hall of fame" of Georgia's public servants.

⁴ This work was completed, and in addition to the commissions, the original Georgia laws, 1764-1948, on file in the Office of the Secretary of State, were filmed during the fiscal year 1951-52. As of June 30, 1952, 400,000 documents have been microfilmed, totaling 25,000 feet of film, consisting of 66 reels of 16 mm. and 183 reels of 35 mm. It is our practice to make three copies of films, one negative copy for storage and two positive copies for use.

Handsome oil paintings in gilt frames of great beauty are stored in our attic at present.

2. In our records management program we are encouraging other State departments to microfilm their files in order to reduce the bulk of the material to be transferred to our department in the future. We are emphasizing disposal schedules for worthless records and are acquainting many departments with the law governing destruction. We find that many department heads do not know of the legislation authorizing the destruction of useless public records by the State librarian and the secretary of state, with the approval of the governor.

3. The great interest in genealogical studies has led to our cooperation with the patriotic societies, particularly with the Daughters of the American Revolution, in building a substantial genealogical collection. More than a thousand genealogical volumes are available in our research rooms and are cataloged and shelf-listed. We wish to continue to encourage the making of typescripts of county records, cemetery and Bible records, minutes of old churches, and genealogical charts — concentrating, however, only on Georgia records and lines and those records which help to supplement Georgia lines. I am at work on an inventory of records in our department that will aid the genealogist. This I am preparing for the National Genealogical Society to publish in a future issue of its *Quarterly*.⁵

4. A program of publication should be undertaken. Approximately 60 volumes of our most important materials, 1775-1864, were prepared for publication by a former director. Georgia's civil service records of men who have held public office in Georgia, 1777 to date, are listed on individual cards, are alphabetically arranged in the general catalog, and should be published in a future edition of Georgia's *Official and Statistical Register*. Many of the rosters of public servants published in earlier editions of the *Register* have not been brought up to date in more than 20 years. There is great need for a complete list of the meetings of the general assemblies.⁶ A calendar of Georgia's more than 400 colonial wills should be published. The director of the Georgia Historical Society is collaborating with me on this project. Although we plan to microfilm the list of persons entitled to draw in the lottery authorized May 11, 1803, we wish to publish it as well, as it is practically a census of Georgians at the time and as there is no complete census for Georgia prior to 1820. Publication will place the list in the hands of many genealogists who do not have access to microfilm facilities.

5. Emphasis is being placed on inventories and lists of certain record groups because they can provide more detailed information than can be included in a guide. A published inventory of State and county maps is planned. Publica-

⁵ This inventory was prepared and appeared in the June 1952 issue of the *National Genealogical Society Quarterly*.

⁶ Rosters of the members of the Georgia Senate and House, and the list of the meetings of the general assemblies were brought up to date, and are being published in the latest edition of *Georgia's Official and Statistical Register, 1951-1952*, to be released in December 1952.

tion of a roster of officers commissioned in the Georgia militia during the War of 1812 and the Indian wars is contemplated. This project was begun by a former director. Data on individual commissions were entered on cards, which were put in the general catalog pending publication.

6. Valuable World War I and World War II material, now crated, which was gathered at heavy expense to the State, needs to be arranged, boxed, labeled, and shelved. This is a project for the future.

7. The department should cooperate in every way possible with the new State Historical Commission, created by the 1951 legislature to erect permanent markers at Georgia's historic sites. Closer cooperation with schools and institutions whose work is closely related must be encouraged.

8. When legislative funds are made available, it is planned to acquire more scientific and technical equipment, such as a photostating machine and a fumigating vault.

9. We hope to reproduce in facsimile some of Georgia's well-known historic documents, chiefly for use in the schools.

10. The project which is ripest in Georgia at this time is to erect a modern fireproof annex back of our present building to house the old records from the counties. In the words of the secretary of state, "I would like to have the building to serve as some sort of bank where these records could be deposited from the various counties, inventoried, laminated and microfilmed and preserved. They, of course, would be subject to withdrawal by the county officials from each county." The situation of country records is deplorable and has caused general alarm all over the State, and something must be done immediately. A bill providing for the annex will be introduced in the legislature next January.

In 1934, the year I began work as a file clerk in the department, its appropriation was \$5,453. Today the annual appropriation is \$30,000, plus an extra \$20,000 for equipment and microfilming. The program I have outlined is a 10-year plan, and will require additional funds and staff to see it through. In closing, may I give credit to whom credit is due, to my administrator, Georgia's secretary of state, the Hon. Ben W. Fortson, Jr., who is devoting his time to the building up of our Department of Archives and History.

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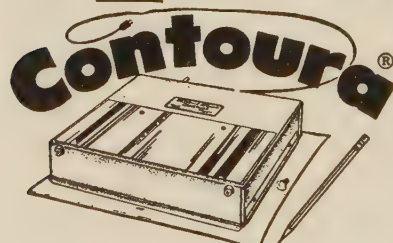


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Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Historical Editing, by Clarence E. Carter. (National Archives, *Bulletins*, No. 7. Washington, United States Government Printing Office, August 1952. Pp. 51. \$0.20.)

No one is better prepared from long experience to write authoritatively on this subject than Dr. Carter. His straightforward and mellow exposition is well organized and effectively presented, and although he states that he is addressing his advice primarily to the novice, the well-seasoned editor will also profit by reading it. In logical order Dr. Carter discusses the various stages in historical editing from the search for relevant documents, canons of selection, and textual criticism, through the tasks of transcription, arrangement, annotation, collation, and preparation of copy for the printer, to the final work of proofreading, processing of page proof, indexing, and book manufacture. Each stage of the process is pointed up by apt illustrations, and the author's economy of words greatly enhances the usefulness of the essay. A few examples of the soundness of his advice may be cited as representative of the work as a whole. In the search for relevant documents, he says, a knowledge of bibliographies, guides, calendars, and so forth, is indispensable; but such aids are no substitute for examination of the documents themselves. To be satisfied with "good enough" does not make for superior editing. In the selection of documents on a limited period or area, certain definite principles must be established and then applied with some flexibility. Whatever he may do to elucidate the material for the user (and the approach of the historical scholar ought to have precedence over the indefinable interest of the layman), the editor's fundamental objective is to provide the most authentic and accurate text.

Dr. Carter has the happy faculty of imparting certain admonitions in brief, pungent sentences that will hold fast in the mind of the thoughtful reader. "The intelligent editor does not make a fetish of chronology." "The printer is not a mind reader." "The good proofreader is a complete skeptic." Some editors do not assume enough intelligence on the part of the reader concerning peculiarities and inconsistencies in spelling, punctuation, and phraseology that are characteristic of the period as well as of the particular writer of the documents. Such editors, young and old, should reread the statement that the use of the word *sic* "adds very little to the document and detracts from the appearance of the printed page."

The most heartening quality of the exposition is that spirit of reasonableness which is the fruit of experience. In some stages of historical editing there are a right way and a wrong way with no alternative; but in others the discretion of the editor should be exercised and sound judgment will provide a satisfactory conclusion, without resolving the conflict of opinion between two equally

intelligent editors. This human aspect of editing, so to speak, explains much of the difference between the superlative and the mediocre editorial product. We shall have an increasing number of the former if more of our fledglings ponder Dr. Carter's advice and directions in this excellent essay.

LESTER J. CAPPON

Colonial Williamsburg, Inc.

Calendar of the Speeches and Other Published Statements of Franklin D. Roosevelt, 1910-1920, compiled by Robert L. Jacoby. (Hyde Park, N. Y., General Services Administration, National Archives and Records Service, Franklin D. Roosevelt Library, 1952. Pp. vii, 160. Processed. \$1.25)

During his many wartime visits to Hyde Park President Roosevelt showed his keen interest in the Franklin D. Roosevelt Library. From time to time he would talk with members of the staff about their writing projects. Almost invariably he would end the conversations by remarking, "Fine! This will be Publication Number One of the Roosevelt Library." Of course, when a staff member went jubilantly to Fred Shipman, who was then the director of the library, Shipman was forced to dampen his spirits by pointing out that this would be the third or fourth Publication Number One.

In the years since, the library staff of necessity has concentrated upon the enormous task of arranging and grouping the papers, most of which were not transferred to the library until 1947. Hence it is only now that (aside from annual reports and the like) the library has issued what might be called Publication Number One. It is one in which President Roosevelt would have taken much pride, and which students of Roosevelt, Progressivism, and the Navy will find of great use—a guide to the public papers and addresses of Roosevelt during the first years of his public life. Similar finding aids for later periods will follow.

The *Calendar* "lists all those speeches and other public statements that are known to have been made by Franklin D. Roosevelt" during his campaign for the New York State senate in 1910, his term as State senator, 1911-13, his term as Assistant Secretary of the Navy, 1913-20, his campaign for nomination as United States Senator in 1914, and his campaign for the Vice Presidency in 1920 (to his resignation from the Navy Department, August 9, 1920). It excludes only titles and numbers of bills and resolutions he introduced into the State senate, since these have been already published, and routine published letters that he signed as Acting Secretary of the Navy. It includes speeches, press statements and interviews, published letters, newspaper and magazine articles, and statements at legislative hearings.

Although Mr. Jacoby has diligently searched for pertinent material in the Roosevelt papers and scrapbooks, in archives, and in newspaper files, some of it was impossible to locate. For example, there are no copies or newspaper reports of many of Roosevelt's early speeches; and the stenographic notes on his State senate debates have never been transcribed. Some additional material will doubtless be found from time to time, but what already exists is so

voluminous that further discoveries will probably provide little new information on Roosevelt.

Mr. Jacoby has arranged the items in the *Calendar* chronologically; he cites the location of each item and summarizes its contents. He has included a detailed index. Both he and his supervisors, Edgar B. Nixon and Martin P. Claussen, are to be congratulated upon this auspicious beginning of the Roosevelt Library publication program.

FRANK FREIDEL

University of Illinois

The Pilgrim Trust. *Twenty-First Annual Report* (Westminster, Pilgrim Trust, University Press, Cambridge, [1951?]. Pp. 55, illustrations, and index.)

Of special interest to archivists in the 1951 report of this foundation, established in 1930 by Edward S. Harkness, are the pages dealing with the subsidies awarded by the trust to projects for the preservation of books, manuscripts, and historical records. Although the report includes sections on art and learning and on social welfare, most of it deals with preservation activities, which include preservation of ecclesiastical and secular buildings as well as of historical records. The remaining sections deal with trust meetings and financial data. This well-indexed, easy-to-use report has handsome illustrations and fine typography.

Eight awards were made for historical records work in 1951 — two to purchase rare book and manuscript collections; two to repair and restore libraries and to install proper equipment to house their collections; two to catalog archives; one to subsidize publication of old records; and one to make a library usable for the public. The grants were made to the British Museum, a cathedral, a university, two national missionary societies, a private society, and a parish. This diversity of recipients shows the broad program that the trust supports.

The British Museum was enabled to purchase 12 manuscripts and 83 books from the Earl of Leicester's library at Holkham Hall and a fine collection, including manuscript notebooks, copybooks, autographed letters, and 170 books, from the library of Samuel Taylor Coleridge.

In 1947 Canterbury Cathedral had received funds to rebuild its library. In 1950 and 1951, the trust gave additional money to provide an air-conditioning system, more study space, and a photographic room. The Pepys Library at Magdalene College being in serious condition, the college was awarded £3,000 to restore bindings, to unfold and repair maps and prints, and plans were made to return the collection to its original library chamber.

The Methodist Missionary Society received an additional £2,000 grant to provide money for an archivist to arrange and catalog its papers and to further equip the muniment rooms in its new headquarters. The Church Missionary Society likewise received a grant for cataloging its records. The Stair Society received aid from both the Pilgrim and the British Carnegie trusts to ensure

publication of some of the proceedings of the supreme court of Scotland. Cranston Library, Reigate, was aided by a £500 award. Preservation projects at the Durham, Winchester, and Ripon cathedral libraries and archives, and a survey of ecclesiastical archives, all previously supported by the trust, were completed in 1951.

RAYMOND B. CLARK, JR.

Maryland Hall of Records

Guide to the Caernarvonshire Record Office, by W. Ogwen Williams, county archivist, with a foreword by Brigadier W. H. Wynne Finch. (Caernarvonshire, Wales. County Records Joint Committee, 1952. Pp. xv, 45. 2 shillings.)

This is an excellent example of a guide to the contents of a record office. Fortunately, many of the English counties have established such offices and a number of them have issued guides or calendars. Perhaps the most elaborate of these county record offices is the Essex office; likewise its publications are the most adequate and satisfactory. Caernarvonshire is, it is believed, the first of the Welsh counties to follow the Essex example and issue a guide to its archives.

An introduction of some six pages gives an account of the organization of the county and some history of its records and record keeping practices. The county was formed by Edward I in 1284, but from that year to 1535 it was administered by royal officials directly responsible to the Crown. Consequently, such records of this period as have survived are preserved in the Public Record Office in London. But it is to be noted that microfilms of the Great Session Records and of other early records have been secured for the Caernarvonshire Record Office.

Briefly, the records preserved in the record office are classified under the following headings: court of quarter sessions and the justices of the peace, (1541 to date), lieutenancy, coroner's courts, county council, deposited records, and miscellaneous. Under the first heading are included records of the court in session, administration, enrolment, clerk of the peace, and finance. These records are the most important because they have to do with the court of petty sessions, 1861-1940.

Some of the deposited records are of much interest, and it is good to note that municipalities, estates, and solicitors are encouraged to turn over their documents to the record office for proper arrangement, preservation, and calendaring. Perhaps the most important deposited records are those of Caernarvon boroughs. These are chiefly records of the eighteenth century. Of private documents deposited, mention may be made of those of the Poole family, and the collection of bonds, deeds, and other documents relating to the township of Rug, 1545-1715.

Altogether, this *Guide* is an admirable index of the material collected in a county record office, and an excellent guide to their use.

ARTHUR ADAMS

New England Historical and Genealogical Society

[Pakistan] *Administration Report of the Central Record Office, North-West Frontier Province for the Year 1949-50*. (Peshawar, Pakistan. Government Printing and Stationery Office, North-West Frontier Province, 1951. Pp. 13. 5 Re.)

Colony of Mauritius. *Annual Report of the Archives Office for the Year 1951*. (Port Louis, Mauritius. J. Elie Felix, Government Printer, Mauritius, 1952. Pp. 19. \$0.25.)

The North-West Frontier Province is one of the seven provinces of Pakistan, an independent state created upon the withdrawal of the British from the Indo-Pakistan subcontinent.

S. M. Jaffar, first custodian of the official records of the North-West Frontier Province, continues to serve as director of archives. He also holds an appointment as convener of the regional survey committee for the Province and Frontier States. This committee began to function regularly in 1949. Its primary function is to survey and salvage manuscripts and documents in private custody. In addition, it surveys materials of general cultural importance such as coins, sculpture, and inscriptions. As a result, considerable material has come to light. Manuscript materials seen but not acquired have been entered in a "Guide to the MSS. and Archives in Private Custody in the North-West Province and Frontier States." The convener reports that valuable information has been derived from contacts made on the survey, much of which will be used in a history of the North-West Frontier Province.

Six new positions were allowed at the Central Record Office during the year. The preservation section handled 19,679 documents, and its work included flattening, fumigating, repairing, mounting, and binding records. Over 500 volumes of the proceedings of various departments of the Punjab government (1850-1900) were received from the office of the deputy commissioner of Peshawar. These, along with many others, were arranged, classified, and checklisted.

Four more research scholars used the archives than was the case in 1948-49, and research was carried on in such fields as economics, animal husbandry, and the literature and history of the North-West Frontier. Arrangements were made on a reciprocal basis to borrow manuscripts and documents in the possession of libraries and learned institutions in Pakistan and foreign countries for the use of scholars at the record office. The library of the record office contains approximately 3,500 volumes, and there is an archival museum consisting chiefly of examples of repair work performed by the agency, official records brought back from New Delhi before the partition, manuscripts received from private sources, and photographs.

Records held by various offices of the provincial government were inspected and suggestions were made regarding their repair and preservation. Courses of instruction relating to the keeping, preservation, and use of records are offered by the record office. Effort is being made through publications, radio talks, the press, and literary activities to popularize the science of archives.

Mauritius is a mountainous island, of volcanic origin, in the Indian Ocean

about 500 miles east of Madagascar. The Mauritius Archives Office is the official repository of (1) records of the former French administration, turned over to the first British governor of Mauritius under Article 31 of the Treaty of Paris, 1814; (2) records of agencies of the British administration since 1810; (3) records of the former land courts; (4) notarial deeds and other documents deposited in the archives under law; (5) certain cartographic materials; and (6) copies of every book and periodical published in Mauritius.

The staff consists of the archivist, A. Toussaint, an assistant archivist, and eleven other persons. Among the year's accomplishments are the refitting of wooden and metal presses in the stack area, the disposal of 275 old tin boxes, the acquisition of 60 leather-board record cases, the binding and repairing of 291 units of records, the preparation of 6 typewritten inventories of record groups, and the consolidation of all records relating to land.

During the year, 239 applications for copies of documents were received and 1,176 persons made use of the archives. It is interesting to note that fees are charged for searches made by the staff as well as for reproductions of documents. The Mauritius Archives, incidentally, is reimbursed for reproduction services performed for other agencies. Among the items illustrative of Mauritius history and reproduced for circulation were two theses on the French history of Mauritius by students of the École des Chartes, Paris, and the diary of Hastie, the British agent in Madagascar, 1817-24.

When the High Commissioner for Madagascar visited the Archives on April 23, records pertaining to early relations between the two islands were displayed. The legislative council appropriated money to begin a bibliographical survey of Mauritiana. It is intended that this survey will trace and record as fully as possible, in six installments, every piece of printed, manuscript, and cartographic material relating to Mauritius and its dependencies from the year 1500 to the present in the national and foreign depositories.

Work on a three-story building to be used jointly by the archives and the registration office is scheduled to begin in 1952. The report ends with a list of publications printed in Mauritius in 1951 and received in the archives office.

SARA D. JACKSON

National Archives

Lincolnshire Archives Committee, *Archivists' Report, 1951-52*. ([Lincoln, Lincolnshire Archives Office, 1952]. Pp. 71. 2s. 6d.; 2s. 10d. with postage.)

Eloquent of the rich and varied historical resources of the English counties is this latest report on the Lincolnshire Record Office. For archivists elsewhere it provides another illustration of the effectiveness of a broadly representative foundation for the administration of such institutions. In the constitution and management of this office is blended both official concern for efficient records preservation (represented by the archives committee drawn from the Lindsey, Kesteven, and Holland county councils and the Lincoln city council) and scholarly interest in the collection and care of all types of records, both public

and private (represented by the technical and advisory sub-committee, made up of university, church, library, and learned society representatives).

The bulk of the present report is given over to a description of accessions, including the very large and rich collections of family papers presented by Lord Monson and the Earl of Ancaster. These acquisitions have kept the staff busy arranging a multitude of documents and preparing guides. Archivists will be interested in the classification scheme for the Monson papers, outlined on pp. 35-36. For historians, the title deeds, estates' surveys, rental accounts, building plans, property inventories, accounts and vouchers, to mention but a few types of papers produced by the Monson family from the sixteenth to the nineteenth centuries, are a rich mine for research in social and economic history. Records of a more personal type — diaries, marriage settlements, recipes, menus, garden notes, grocers' accounts, Eton school bills, cricket-club score books, "Grand Tour" papers — show how family pride among the landed aristocracy serves the modern scholar by enabling him to recreate the atmosphere of other days and other ways of life.

Historians of the colonial period will find something of interest in the papers of the first Lord Monson, first commissioner for trade and plantations, of the Hon. Charles Monson, deputy paymaster general, and of Lord Metcalfe — some of whose papers, along with those of other families, were acquired at various times by the Monsons. In the Ancaster papers (some dating back to the medieval period) there is a similarly rich texture of historical data — social, economic, and political, — including material relating to the West India and East India trade and colonial affairs in New York.

The Lincolnshire archivists are to be commended on the form of their publication, which provides detailed, well-organized, and usable information on the various accessions.

LEWIS H. THOMAS

Archives of Saskatchewan

Rijksarchief te Brugge: Inventaris van het Archief van de Franse Hoofdbesturen in West-Vlaanderen 1794-1814, by Jos. de Smet. (Brussels, Archive Generales du Royaume, 1951. Pp. 246.)

The author is adjunct-conservator of the National Archives in Bruges. In 1930 he published an important article on the French administration of West Flanders, and in 1931 and 1933 he added two more articles on this subject. He is eminently qualified to produce the present inventory, which is very well organized and is provided with a historical introduction. Altogether 4,259 packages, bundles, registers, and folders have been enumerated. The index and the table of contents are comprehensive, filling respectively pp. 229-235 and pp. 237-246.

The French completed their task of occupying what is now Belgium at the end of the year 1794. In November they divided the former county of Flanders into two arrondissements: East Flanders, with Ghent as its capital, and West Flanders, with Ypres as its capital. On October 1, 1795, the southern Netherlands were annexed by France, and the whole region was

divided into nine departments. West Flanders then became the Department of the Lys (Leie), named after the river Lys, for one of the principles of the French revolutionists was to disregard the names of former provinces and to honor nature rather than custom. Bruges became the capital of the new department. From 1800 to 1814 the region was known as the Prefecture of the Lys. The documents in the local archives were preserved in a suitable building, known from 1815 to 1851 as the Provincial Archives, which in 1851 became the National Archives. But it was not until 1904 that the so-called modern papers (meaning those dated after 1793) became the property of the federal government.

In this work the administration of all the bureaus from 1794 to 1814 is carefully discussed (pp. 5-21). The inventory itself begins on p. 24 with the papers collected in the first year (1794-95). In the second part (pp. 32-99) the period 1795-1800 is covered, and the third part, 1800-14, requires 128 pages. The papers of the first period are divided into 14 sections, including those of the 10 bureaus. Those of the second period are for the most part cataloged under the following headings: secretariat, bureau of taxation, domains, public works, agriculture and commerce, education, police, administrative functions, and military affairs. Finally, the remaining documents are classified in categories somewhat similar to those for the second period.

ALBERT HYMA

University of Michigan

Répertoire des Microfilms de Complément Conservés aux Archives Nationales et Communicables au Public; Avant-propos par Michel François, Conservateur-Adjoint, Chef de la Sous-Section, Microfilm Archives Économiques, Archives Privées. (Paris, Imprimerie Nationale, 1951. Pp. 6, [9].)

This pamphlet is a short-title catalog describing some 45,000 feet of microfilm available for consultation in the Archives Nationales and known as the "Microfilms de Complément." The collection is intended to supplement the holdings of the Archives and is to be distinguished from microfilm made in order to provide security copies or permit reduction in bulk. Along with the two last uses of microfilm, its use for the purpose of supplementing the holdings of an archival agency represents, in M. François' view, the most effective application of microphotography to archives.

The "Microfilms de Complément" had their inception in 1940, when it was decided to return to Spain the *fonds* of the Archives of Simancas that had been in French custody since the period of the First Empire. The further decision was taken to make microfilm copies of these records for retention in Paris. Since that year, other materials have been reproduced from a wide variety of sources and repositories. They range in date from the eleventh to the twentieth century. They include a few copies of inventories, but they consist mainly of copies of the full texts of records, subsumed under four categories — family archives, business archives, foreign archives, and miscellany. For each entry in the catalog are given inclusive dates, present location of originals, dates of accession of the microfilm, classification symbol in the

Archives Nationales, conditions of use, length of film, format (16 or 35 mm), and type (positive or negative).

A short-title catalog presents a challenge to the reviewer, if his review is not to run to disproportionate length. Selection of items for mention becomes more than ordinarily difficult. The present review will notice several items of interest not only for their substance but also for the light they shed on the history and use of archives. Of such interest is the item describing a series of inventories, made under the direction of German occupation authorities, 1940-44, of materials relating to Germany in French archives and libraries. The originals of these inventories are deposited in the Niedersächsisches Staatsarchiv in Hanover. Another item describes the archives of the Comté d'Asti, which were ceded to Italy under the Treaty of 1947. Another describes diplomatic records relating to France in the Public Record Office in London, copies of which were received in exchange for copies of comparable documents in the Trésor des Chartes. Still another describes copies of the records of the Allied Military Tribunal at Nuremberg and of the Office of the Chief of Counsel for War Crimes. Finally, it is interesting to note the inclusion in the collection of reproductions of documents initially assembled for major historical and literary expositions, including both library and archival materials.

M. François is to be commended for a very useful publication, and the appearance of similar listings of motion-picture film and of sound recordings in the Archives Nationales, as promised in the foreword, is awaited with interest.

LESTER W. SMITH

National Archives

Vom Wesen und von den Arten des Archivgutes, by Wolfgang Leesch. Westfaelische Archivpflege, Heft 1, edited by the Verwaltung des Provinzialverbandes Westfalen (Archivberatungsstelle). (Muenster, Westfalen, Aschendorff, 1951. Pp. 31, 8. Illustrations. 3.30 DM.)

360 Jahre Regensburg. Eine Festgabe, mit Beiträgen von Karl Zuhorn und Hans Thiekoetter, edited by [Verlag Regensburg]. (Muenster in Westfalen, Regensburg, [1951]. Pp. 63. Illustrations.)

These two publications from Muenster, the ancient capital city of Westphalia and of the Muensterland, the "larder" of the industrial Ruhr-area to the south, should be of some interest to archivists and historians.

Leesch's essay is a good restatement of those matters which are basic to adequate archival management: a clear definition of archives; the essence of archival organization (principle of provenience); and the description of the major categories of archival materials. To aid in the description of the latter the author has furnished illustrations of sixteen instruments, most of which are located in the state archives at Muenster.

The pamphlet is intended for immediate use by archives personnel and as such is undoubtedly quite valuable in training. For the foreign expert the definition of such terms as "urkunden," "amtsbuecher" and "akten" is perhaps the most valuable part of the brochure.

Since 1890, when Franz von Loehér published the Muensterland (Pader-

born), his great *Archivlehre*, much has been accomplished in respect to the establishment of the essential value of archives and also to the refinement of archival methods; but, as for instance Ernst Posner (in: *Drei Vortraege zum Archivwesen der Gegenwart*, Stockholm, 1940; espec. p. 36) and Fritz Hellwig (in: *Die Dokumentation und ihre Probleme*, Leipzig, 1942) have pointed out again, the hazards are continually threatening. It is especially reassuring to witness renewal and persistence of effort from a city such as Muenster, which is barely on the road to binding up its latest wounds.

The Regensburg-Festgabe is even more heartening as evidence of undaunted courage and dedication to man's spiritual nature. The Regensburg firm is the oldest of the two important publishing houses in Muenster, the other being the Aschendorff firm, which was founded in 1672. In 1950 the House of Regensburg celebrated its 360th anniversary and the pamphlet announced here was published on that occasion. The archivist and historian will be impressed by the number of original documents, preserved in the firm's archives, on which Hans Thiekoetter, Muenster's city librarian, could base his history (pp. 21-45) and which are listed on pp. 49-51. Of further interest are these additional contributions: genealogical tables of the firm's successive owners; a list of geographic locations of the firm's establishments from 1591 to 1950; a list of works published by the firm. A chronicle of events in the life of the firm during the Hitler regime is worthy of special mention. Regensburg had great difficulty in maintaining itself in the face of censorship and confiscation. A letter from the courageous Bishop of Muenster, Clemens August Graf von Galen, to the firm's owner, in which the bishop assumes all responsibility for the publication by the firm of the papal encyclical of March 14, 1937, is reproduced (p. 42), and is accompanied by a good photograph of Cardinal von Galen.

ICKO IBEN

University of Illinois

Archivo de Don Bernardo O'Higgins. Volumes VIII-X. [Archivo Nacional.] (Santiago: Imprenta Universitaria, 1951. 3 vols. Pp. xiii, 459; xvii, 372; lxii, 433.)

These volumes continue the documentary series of which seven volumes were reviewed in the *American Archivist*, 12: 389-391 (Oct. 1950). Their editorship and plan are the same as those of their predecessors. Volume 8 contains correspondence of O'Higgins with San Martin and others, 1817-23, and a "Plan for Treasury and Public Administration, 1817." Volume 9 comprises correspondence of O'Higgins and San Martin, 1823-42; letters of various Chileans to San Martin, 1817-46; and nos. 1-16 and extraordinaries of the *Gazeta del Supremo Gobierno de Chile*, 1817. Volume 10 reproduces nos. 1-37 and extraordinaries of the *Gazeta de Santiago de Chile*, 1817-18. These materials add value to the collection issued under the direction of the Archivo Nacional.

ROSCOE R. HILL

Washington, D. C.

News Notes

MARY C. LETHBRIDGE, Editor

Assisted by ROY HART, *National Archives*

*Department of State
Washington, D. C.*

SOCIETY OF AMERICAN ARCHIVISTS

The secretary reports that the following persons or institutions have been accepted by the council as members of the Society:

William T. Alderson, Tennessee State Archives; Vernon L. Beal, Michigan Historical Commission; John C. Borky, Army Map Service; Raymond B. Clark, Jr., Maryland Hall of Records; Suzanne McLaurin Connell, Veterans' Administration; Walter E. Dorsett, Letterkenny Ordnance Depot; Leone W. Eckert, New York State School of Industrial and Labor Relations; Joseph F. Halpin, Air Force Records Center (Dayton, O.); Francis C. Haber, Maryland Historical Society; Josephine L. Harper, Wisconsin State Historical Society; Henriette Hartman, United Nations; John C. Howerton, National Archives; Olney Walton Hill, Vermont Public Records Commission; Sara D. Jackson, National Archives; Hedda M. Johnson, Louisiana State University; Vijaya Chandra Joshi, National Archives of India; Rev. Emilien Lamirande, Archives Deschiatelets (Ottawa, Canada); Frances A. Markowitz, Pennsylvania Public Records Division; Richard W. Morin, Baker Library; Public Archives of Nova Scotia (Halifax, N. S.); Donalda Putnam, Toronto Public Library; Albert A. Rosenfeld, Records Engineering, Inc.; Dorothea M. Stephenson, New York State Archives; Rev. Worth M. Tippy, Office of Archives, DePauw University; and Madeline Willis, Ford Motor Company.

THE NATIONAL ARCHIVES AND RECORDS SERVICE

A portrait of Robert D. W. Connor, 1878-1950, the first Archivist of the United States, 1934-41, was unveiled in the National Archives conference room on October 10, 1952. Executed by Mrs. Arthur M. Nash of Washington, D. C., well-known portrait artist and long-time friend of the Connor family, the painting was unveiled before a gathering of relatives, friends, and colleagues of the late Archivist by Thomas Connor Murray, a grandnephew. A tribute to Dr. Connor was read by Dr. Waldo G. Leland, Director Emeritus of the American Council of Learned Societies and sometime president of the Society of American Archivists.

Among records recently received by the National Archives are records of the Federal Board of Hospitalization, 1921-48, certain predecessors and committees of the Central Statistical Board, 1933-40, the Office of the Secretary of the National Defense Advisory Commission, 1940-41, the Liaison Officer for Emergency Management, 1941-43, and the Office of the Director of Liquidation and the Liquidation Advisory Committee, January-June 1946; closed docketed case files of the Indian Claims Commission, 1947-52; maps and graphs created by or acquired by the Forest Service portraying the develop-

ment of the national forest system and the use of forest lands and timber, 1875-1945; and photographs illustrating Army aviation activities at Rockwell Field, Calif., during World War I.

A large exhibit of historic and scientifically significant maps in the National Archives documenting geographical exploration and topographic mapping by the United States Government, 1777-1952, was displayed in the National Archives exhibition hall during July and August. The exhibit was presented on the 175th anniversary of General George Washington's appointment of Robert Erskine, July 27, 1777, as the first surveyor-geographer of the United States. Delegates to the Third Pan American Consultation on Geography of the Pan American Institute of Geography and History attended the opening ceremonies, at which brief papers on the history and significance of Federal participation in exploration and mapping activities were read by Paul A. Siple, leader of polar expeditions and Military Geographer of the Department of Defense, Lyle C. Craine, Assistant Director, Program Staff, Office of the Secretary of the Interior, and Herman R. Friis, Chief, Cartographic Records Branch, National Archives. A limited number of copies of these papers and of the catalog of the exhibit are available upon request.

George Washington's first inaugural address as President of the United States, delivered on April 30, 1789, has been reproduced in facsimile by the National Archives. The eight pages of the reading copy of the address, written in Washington's own hand and signed by him, are reproduced in actual size and presented in a handsome pamphlet, which also includes an account of the events leading up to the inaugural. Copies may be ordered either from the National Archives or from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., at 75 cents each.

Finding aids recently published by the National Archives include a preliminary inventory of the records of the Price Decontrol Board and *Reference Information Papers* Nos. 41 and 42 dealing with records in the National Archives relating to the Russian Empire and the Soviet Union and to the Mexican States of Sonora, Sinaloa, and Baja California. A limited number of copies of these publications are available for distribution upon request. Volume 18 of *Territorial Papers of the United States*, presenting official documents relating to the Territory of Alabama, has also been issued and can be obtained from the Superintendent of Documents at \$5.50 per copy.

The National Historical Publications Commission announces the formal establishment of a project for the publication of the papers of John C. Calhoun by the University of South Carolina in cooperation with Clemson College and the Commission. Dr. Robert L. Meriwether, professor of history at the University of South Carolina and director of the South Caroliniana Library, has been named editor. Prof. C. L. Epting of Clemson College is chairman of the publications committee, and Dr. J. H. Easterby of the Historical Commission of South Carolina is its secretary. Persons having information about Calhoun papers that are not readily available in well-known depositories, especially papers in private possession, are urged to communicate with Dr. Meriwether.

On September 25, 1952, the Administrator of General Services informed

all Federal agencies that a new federal records center had been established in the Administration's Region 1 at Boston, Mass. This brings the number of such regional centers to eight, other centers having been established previously at New York, Washington, Atlanta, Fort Worth, Chicago, Denver, and San Francisco. There is also a specialized center at St. Louis for records of former Federal employees.

LIBRARY OF CONGRESS

Four volumes of the papers of Francis Baron Howard of Effingham (1643-95) have been deposited in the library for consultation only. These papers cover the years that Effingham spent in Virginia as governor of the royal province. Among the papers are several basic records of provincial Virginia — journals of the House of Burgesses, and legislative and executive journals of the Council — which have hitherto been regarded as lost. Lord Effingham's own register of proclamations and other public documents, his letter book of communications with the home government, and a remarkable series of personal letters to his wife afford abundant materials for the study of an administration for which first-hand sources have hitherto been meager.

The papers of Myrtilla Miner (1815-64), founder of the school for Negro girls in Washington that has since become Miner Teachers College have been given to the library. This gift of about 400 pieces includes some of Miss Miner's family correspondence, papers and letters pertaining to the development and operation of the school, and letters from or to students, parents, and famous nineteenth-century leaders, including Harriet Beecher Stowe, William H. Beecher, Emma D. E. N. Southworth, President Millard Fillmore, and Gerrit Smith.

Papers relating to President Zachary Taylor and his son Richard constitute another recent gift to the library. This collection of 450 items includes correspondence and business papers, 1847-87, relating to western unrest after the Mexican war and throwing light on such matters as the President's tour of Pennsylvania and New York in August and September 1849, the management of the Taylor cotton and sugar plantations, and the settlement of the President's estate. Particularly noteworthy are letters received from John M. Clayton, George W. Crawford, Jefferson Davis, Abbott Lawrence, Levi Lincoln, William Meredith, Gen. Persifor Smith, and Truman Smith.

Three volumes of papers of Alfred M. Badger (1808-68), nineteenth-century merchant and entrepreneur of Georgetown and Syracuse, N. Y., and 67 manuscript sermons and a few letters of Henry Ward Beecher (1813-87) have also been deposited in the library. The latter supplement Beecher materials previously placed in the library and relate to the Civil War and reconstruction era. The Ulysses S. Grant papers have also been supplemented by a gift of 16 documents, including autographed drafts of the President's second, third, fourth, and fifth annual messages to Congress and special messages on fixing the salary of the President, on affairs in Arkansas (February 8, 1875), on "the slaughter of American citizens in Hamburg, S. C." (July 31, 1876),

on the Santo Domingo question, and other matters concerning National finance and appropriations. The original manuscript diary of Bishop A. J. Tomlinson, founder of the Church of God, covering the period 1901-43 in five volumes, has also been acquired.

The papers of Rear Adm. William F. Fullam have recently been added to the manuscripts deposited in the library by the Naval Historical Foundation. Admiral Fullam commanded the gunboat *Marietta* in Caribbean waters, 1906-7, served as commandant of the Naval Academy, 1914-15, and commanded the reserve and patrol forces of the Pacific Fleet during World War I. Included among his papers, which number approximately 1,500 pieces and cover the period 1883-1926, are memoranda, reports, analyses, manuscripts of articles, and correspondence with Franklin D. Roosevelt, William Snowden Sims, Josephus Daniels, and Gen. William Mitchell.

The president of the James Monroe Memorial Foundation, Inc., Laurence Gouverneur Hoes, has permitted the library to copy his collection of papers of President Monroe. The papers are reproduced on two reels of microfilm, and there are no restrictions on their use. It is believed that, with this accession, all important papers of the fifth President are now available, either as originals or as reproductions, in public depositories — most of them in the Library of Congress.

The library has published a 117-page bibliography of 338 books, articles, and other materials concerning the protection of libraries, museums, and archives. Entitled *Safeguarding Our Cultural Heritage*, copies may be purchased from the Card Division of the library, Washington 25, D. C., for 85 cents per copy.

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY

At the annual meeting of the American Association for State and Local History in Houston, Texas, in October, members heard discussions of "Manuscripts and History" by Justin Turner, president of the National Society of Autograph Collectors, and "American History Research Center" by George M. Waller, chief of that institution. A panel discussion of *American Heritage* was presented by Earle Newton, editor of that magazine, S. K. Stevens, Dorothy Barck, Lester J. Cappon, and Ann Boyer. Howard J. Peckham, director of the Indiana Historical Bureau, served as moderator.

AMERICAN DOCUMENTATION INSTITUTE, INC.

A new constitution and by-laws were adopted by the American Documentation Institute at its meeting at the Library of Congress on September 26. Members also heard Jesse H. Shera on "The Education of Documentalists," Ralph R. Shaw on "Instrumentation for Documentation," Maurice Tauber on "Cataloging and Bibliography," Mortimer Taube on "ADI's Publication Program," and Robert Tumbleson on "What Should ADI Do to Stimulate Project Sponsorship in Documentation?"

AMERICAN STUDIES ASSOCIATION

A 2-day conference dealing with the interpretation of American civilization abroad was called in Washington November 28 and 29 by the American Studies Association, a national society for the study of American civilization, which was organized in the spring of 1951. Three conference sessions were devoted to American studies programs in Europe, experiences of American scholars in Europe, and experiences of European scholars in America. A fourth session dealt with the implications that the findings of the preceding meetings had for American civilization studies programs in the United States. Officers of the ASA are Prof. Carl Bode of the University of Maryland, president; Prof. Merle Curti of the University of Wisconsin, vice president; and Robert Land of the Library of Congress, secretary-treasurer.

CHURCH ARCHIVES

Church archivists and others who have not seen the recent issues of *The Bulletin: Records and Proceedings of the Committee on Archives of the United Church of Canada* have missed an interesting and useful publication. Number 5 of *The Bulletin*, an issue of 54 printed pages, includes, in addition to interesting reports by the several archives committees of the United Church, good short articles on the United Church archives, the Peter Jones collection at Victoria University, the archives and historical materials at Union College, the French Protestant archives, the Vancouver city archives, and the letters and diaries of certain religious leaders of Canada. *The Bulletin* is one of the most substantial publications of its kind we have seen, and it should serve as a challenge and example to kindred archival organizations here and abroad. It is understood that copies of the periodical can be obtained by addressing E. C. Kyte, Librarian, United Church of Canada, at Wesley Buildings, 299 Queen Street West, Toronto, Ontario.

GRAPHIC HISTORY SOCIETY OF AMERICA

Founded at a meeting in New York on September 10, the Graphic History Society plans to foster the dissemination of data on picture sources, the encouragement of publication, and the use of pictures in education. Art historians, American antiquarians, and users of modern photographs will be invited to join. The temporary chairman of the society is Paul Vanderbilt, Library of Congress consultant in iconography.

SHERATON GROUP

The Sheraton Group, organized in Chicago last April, is interested in learning of the existence of collections of business records, of guides to such records, and of research in progress relating to business history, including histories of individual firms. The group plans to serve as a clearing-house for such information, through frequent issues of a news letter. The Business Historical Society has offered its facilities for the collection of this informa-

tion; communications should therefore be sent to Miss Hilma Holton, Secretary of the Sheraton Group, Soldiers Field, Boston 63, Mass.

TRAINING OF ARCHIVISTS

An administration seminar for records consultants, file supervisors, and executive and research secretaries was held November 17-21 at the LaSalle Hotel in Chicago. The seminar, sponsored by Records Controls, Inc., included lectures and round table discussions covering the scientific principles underlying all records administration, group discussions, field trips, and analyses of students' individual records problems. The faculty for the seminar included Bertha Weeks, director of Records Controls, Inc., and guest lecturers.

The twenty-first annual conference on records management was held in Chicago on October 10. Some 400 office managers, comptrollers, supervisors, and persons in charge of their companies' records attended this one-day session that dealt with every phase of business records management. In addition to Bertha Weeks, managing director of Record Controls, Inc., speakers at the conference were John Erickson, Celotex Corp., Chicago; Edith Sidney, Chicago public school system; Ida Welch, Miller Brewing Co., Milwaukee; Terry Beach, National Archives and Records Service; and H. O. Whitten, Public Service Co. of Indiana.

Dr. A. Bein, deputy director of the Zionist Central Archives in Jerusalem, reports that a training course for archivists sponsored by the Ministry of Education and Culture, the Hebrew University, and the Jewish Historical Society was conducted between October 13 and November 4. Twenty-four persons from the university and from archival institutions in Israel participated. Sessions were held at the university and at the Zionist Central Archives building. Members of the staffs of the university, the archives, the national library, and other government offices served as instructors. In addition to furnishing instruction in the history, theory, and practice of archives administration, the course provided the students with basic knowledge in certain auxiliary sciences — Hebrew and Latin paleography, diplomatics, bibliography, chronology, and librarianship.

INTERNATIONAL COUNCIL ON ARCHIVES

The secretariat of the International Council on Archives has announced that the Second International Congress on Archives will be held in The Hague from June 16 to 19, 1953. A notice giving the details of the agenda of the congress will be distributed later. Persons wishing to register for the congress should inform the secretariat of the congress at General State Archives, 7, Bleyenburg, The Hague, before February 1, 1953. The registration fee has been fixed at 10 Dutch guilders to be paid in The Hague, and registration can be for an individual or in the name of an institution which will then be represented by a single member at the congress.

Certain questionnaires pertaining to the development of agenda for the

congress and to the preparation of a new international guide to archives have also been distributed. American replies to these questionnaires, so far as the Society of American Archivists is concerned, are being prepared by Lester K. Born, chairman of the Society's committee on international relations.

FOREIGN NEWS

Austria

In honor of Josef Stummvoll, Alois Kisser, and Ernst Trenkler, directors of the Austrian National Library, *Das Antiquariat* published a special anniversary issue (July-August-September 1952). The articles, contributed by colleagues in the library and affiliated fields, deal with library administration, bibliophily and bibliography, archives, art, and historical and literary problems.

India

The National Archives of India continues to accession records from the agencies of the government of India and archival estrays from other parts of the world. In the past few months 20 boxes of records belonging to the late Central India States Agency, covering the period 1822-1912, were received. Twenty-five bound volumes of the revenue survey records belonging to the office of the director of land records and dealing with survey and cartographic work done on the frontiers of the province of Bengal, 1844-59, form an important source of information not only for the student of survey and exploration but also for those interested in the history of the frontier tribes, and their way of life.

Through the local records sub-committee of the Indian Historical Records Commission, valuable information has been revealed about the condition prevailing in the records repositories attached to various ministries of the government of India and their attached and subordinate offices. As a result of this inquiry initiated by the government, information has also been received from some of the state governments. Some of the central government agencies have agreed to have their record-room staffs trained in the National Archives of India; others are being persuaded to do so. Several ministries and departments have agreed to permit their records to be inspected by the director of archives.

Italy

In June 1952 Prof. Robert L. Reynolds of the University of Wisconsin and Prof. Hilmar C. Krueger of the University of Cincinnati completed a 2-year research project at the Archivio di Stato in Genoa. About half of the twelfth and thirteenth century cartularies at Genoa and the cartulary of Arnaldus Cumanus, which is in the Archivio di Stato at Savona, were micro-filmed for the Library of Congress. The 50 reels which have been received by the library are a treasure house of information about medieval economic life.

Korea

Evelyn B. McCune has returned from a 3-month stay in Japan and Korea sponsored by the Library of Congress and the State Department. Her report on the condition of Korean libraries says in part:

All the great libraries in Seoul are boarded up and are in a state of neglect and confusion. I was able to get into six of these libraries and to make brief surveys of their condition. Many of the more important books from each library were sent to Pusan, where they are now either in storage or in limited use in the colleges and in the Korean War History headquarters. The most interesting collection was that found in the museum of the National University of Seoul. Thousands of books from all libraries had been piled to the ceiling in this room by the Communists during their stay in Seoul in the summer of 1950. Also in this room were about 500 sacks of books, packed by them for removal to the North. With the aid of several assistants, I unpacked about half of these sacks and classified the contents roughly as we unpacked. It was soon evident that the documents had been chosen with great care and knowledge. Rare manuscripts of all kinds and archival material of the greatest value appeared as the unpacking continued. A plan for microfilming was immediately drafted.

Spain

On Columbus Day, October 12, the Ambassador of Spain to the United States accepted on behalf of the Spanish National Academy of History a 448-year-old letter, recently identified as having been written by Christopher Columbus. The Library of Congress had purchased the letter as a copy for \$60 in 1945, in order to withdraw it from the market and to call it to the attention of the Spanish academy. The late Spanish scholar, Antonio Ballesteros Beretta, made exhaustive studies of the letter and before he died in 1949 decided that the document is an original. The letter was returned to Spanish custody in keeping with the library's announced policy of restoring, wherever possible, documents in its possession that have been improperly removed from other institutions.

CALIFORNIA

Unbound back files of California newspapers in the Bancroft Library are being microfilmed for preservation by the newspaper microfilm project of the general library of the University of California at Berkeley. These newspapers are being microfilmed in accordance with the "Proposed Standard for the Microphotographic Reproduction of Newspapers" of the Association of Research Libraries.

A recent gift to the archives of the University of California is the correspondence of John C. Merriam, professor of paleontology and historical geology in the University of California, 1894-1920, and dean of the faculties at the time of his resignation in 1920. The 33 filing cases of letters, cover the years 1904-16. Dr. Merriam was a pioneer in the study of the paleontology of the West. His voluminous correspondence includes letters from scientific workers in his own and allied fields, explorers, and scholars. In 1920 Dr. Merriam left the university to become the president of the Carnegie Institution of Washington; his correspondence of this later period of his life has been deposited in the Library of Congress.

COLORADO

The Colorado State Archives has microfilmed the records of the board of nurse examiners, the department of agriculture, the game and fish department, and the public utilities commission of the State of Colorado. The microfilming of the State treasurer's records through 1910 is in progress.

DELAWARE

The Delaware Public Archives Commission has announced the transfer from the Chester County Historical Society of West Chester, Pennsylvania, of the records of the Gilpin family — papers gathered by Vincent Gilpin (1795-1866), a resident of Wilmington and Philadelphia. The Pennsylvania society considered the Delaware archives the proper depository for these records.

ILLINOIS

The Illinois State Library is microfilming the Kaskaskia records housed at the Randolph County court house in Chester, Illinois. With the completion of this filming, the State library will have reasonably complete file of the early Illinois records, as the Cahokia records are already on film in its archives division.

MARYLAND

On May 27, 1952, the governor of Maryland issued an announcement to the heads of all State departments, institutions, and agencies, the first two paragraphs of which read as follows:

A recent examination of records and record-keeping practices by State Agencies made by the State Archivist indicates that material economies probably could be effected by changes in current procedures for the management of official records. Pursuant to authorization by the Legislature at its recent session, the Board of Public Works has contracted with a management engineering firm, Records Engineering, Inc. of Washington, D. C., to make a detailed survey of State Records, and to make a report for each State agency covered by the survey.

The object of this survey will be, principally, to develop effective procedures for managing and retiring current and noncurrent records resulting from the conduct of the official business of the State government. It is expected that this phase of the survey will result in a reduction of space occupied by these records and the equipment required to house them; the elimination of duplicate records; and the establishment of schedules that will provide for the automatic retirement of records no longer required for current operations. Another objective of the survey will be to determine the extent, if any, to which microphotography can be employed to advantage in the preservation of State records.

Records Engineering, Inc., the firm that was selected to conduct the survey program for Maryland, has also recently conducted records management projects for the Immigration and Naturalization Service, the government of Montgomery County, Maryland, and such business organizations as B. F. Goodrich Co., Armour and Co., and the Radio Corporation of America.

MASSACHUSETTS

A new church historical group, the Congregational Christian Historical Society, was organized on October 15, 1952, at Boston. Purposes of the new group include the collection and preservation of historical documents and books, the encouragement of the preservation of historical material, the celebration of historical events, and the preservation of historical sites and monuments. The Congregational Library, 14 Beacon Street, Boston, has been designated a depository for historical material, as has the Hammond Library of the Chicago Theological Seminary. At present the society consists of a board of governors, made up of representatives of national boards of the church, plus a few delegates at large. Its officers include the Rev. Arthur H. Bradford, president; Frederick L. Fagley, secretary; and John A. Harrer, librarian and treasurer.

The Massachusetts State Library has undertaken a program of microfilming "flat files" and records in various State departments to save filing space. Records being filmed include the case files of the department of industrial accidents, the military records of the adjutant general's office, the case records in the department of correction, the old age assistance records in the department of welfare, the personnel records in the office of administration and finance, and the tax records in the department of corporations and taxation. As a defense measure records created during the last 2 years have been microfilmed on duplicate negatives. Bound volumes of records in the archives division of the office of the secretary of state of Massachusetts are being microfilmed by that division.

NEW JERSEY

William Benedon, formerly associated with the National Records Management Council, has recently been appointed to the staff of the library, archives and history division of the State department of education. In his new position, Mr. Benedon will work with Roger H. McDonough, director of the State library, in developing a sound archival program for the State. To help relieve the present serious space problem confronting almost every major department of the State government, Mr. Benedon is currently engaged in making a detailed survey of all official State records for the purpose of devising disposal and retention schedules for each category of records. In addition, he is working with a committee established by the chief justice of the supreme court to study the county court records in order to determine proper disposal schedules for all counties of New Jersey. It is anticipated that when the committee completes its work it will be possible to make a wholesale attack on the large collections of legal records that have accumulated in the county court houses. As a corollary to the work of this committee a new statute is being prepared that will set up machinery for disposing of these records on a regular basis. It is to be noted that this statute will require approval of the State agency concerned before final disposition is made.

During the past few years, the superior court of New Jersey has been micro-

filming the voluminous records of the former chancery court of New Jersey relating to foreclosure and divorce cases. After exhaustive research, including a series of conclusive tests to determine the efficacy of the film copy of the records, it was decided that the original court records for 1921-29 could be destroyed.

NEW YORK

To make sure that valuable information, letters, and documents relating to Sigmund Freud and his work will not be lost to mankind, a group of leading psychoanalysts has established the Sigmund Freud Archives, with headquarters at 575 Madison Ave., New York. This institution has entered into an agreement with the Library of Congress to assemble and house at the library the documents and letters it collects. The annual cost of maintaining the archives is estimated at \$24,000, and a fund of \$100,000 is being sought to carry on for 4 years. The founders of the archives request those who knew Freud or who have information about him to get in touch with them.

NORTH CAROLINA

New members of the staff of the department of archives and history, who are working on the microfilm project, are Beatrice Hardie, Barbara Schettler, June Cherry, and Rose Ennett. The department has recently published the following items in processed form: *Resources Available for In-Service Education From the State Department of Archives and History* and *Bibliography of North Carolina County Histories*, compiled by Eva J. Lawrence and William S. Powell.

VIRGINIA

The Institute of Early American History and Culture at Williamsburg issued on September 22 the first number of a processed *News Letter* containing information about the institute's activities. Members of the institute's council will receive the *News Letter* automatically; others wishing to receive it should apply to Lyman H. Butterfield, director of the institute.

WEST VIRGINIA

The University of West Virginia has published its *Fourth Report, Division of Documents, 1951-1952, Collection of West Virginia History*. The report includes detailed descriptions of the documents acquired.

SPECIAL NOTICE

The Ninth Institute in the Preservation and Administration of Archives at The American University has been scheduled for the period beginning June 22 and ending July 17, 1953. For information write Dr. Ernst Posner, School of Social Sciences and Public Affairs, The American University, 1901 F Street, N.W., Washington 6, D. C.

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The Society of American Archivists Reports for the Year 1951-1952¹

MINUTES OF THE COUNCIL

October 27, 1952

The Council met in the Primrose Room of the Hotel Lafayette, Lexington, Ky., at 5:45 p.m., October 27, with all members present.

The secretary presented the following names of applicants for admission to the Society: Henriette Hartman, United Nations; John C. Howerton, National Archives; Sara D. Jackson, National Archives; Hedda M. Johnson, Louisiana State University; Vijaya Chandra Joshi, National Archives of India; Madelyn Willis, Ford Motor Company.

Voted, to elect those applicants to the Society.

On invitation of President McCain, Dr. Solon J. Buck addressed the Council. After reporting on certain matters pertaining to the National Records Management Council, Dr. Buck presented a proposal of the Librarian of Congress that the Society nominate a representative to serve on an ad hoc committee to study the problems involved in developing cooperation between repositories in the acquisition of manuscripts.

Voted, to authorize the president of the Society to appoint a representative to serve on such a committee.

Voted, to refer any questionnaire sent by the International Council on Archives to the chairman of the Society's Committee on International Relations.

Voted, to authorize the president of the Society to appoint a Committee on Revision of the Constitution that shall report its recommendations in time for the members of the Society to act on them at the 1953 annual meeting.

Voted, to recommend that the Society consider proffering, jointly with the Archivist of the United States, a formal invitation to the International Council on Archives to hold its 1956 Congress in the United States.

The meeting adjourned at 7 p.m.

ROGER THOMAS, *Secretary*

MINUTES OF THE BUSINESS MEETING

October 27, 1952

The Society convened in its annual business meeting in the Gold Room of

¹ Additional reports will be published in the April 1953 issue.

the Hotel Lafayette, Lexington, Ky., at 8:30 p.m., October 27, 1952, approximately 125 members attending.

Miss Dorothy Taylor presented a corsage to Miss Helen L. Chatfield, retiring treasurer, as a token of the Society's appreciation for her long and competent service as treasurer. Miss Chatfield then read her final report in which it was announced that the Society had a surplus of \$1,500. In the absence of Mrs. Elizabeth E. Hamer, chairman of the Auditing Committee, the secretary read that committee's report. The treasurer's report, with that of the Auditing Committee, was accepted and ordered to be placed on file.

The report of the secretary was read, approved, and ordered to be placed on file. The secretary then read, for the information of the Society, the minutes of the Council meeting held at 5:30 p.m., in the Primrose Room of the Hotel Lafayette.

The president referred to the whole meeting the question of resolutions of thanks; it was then *voted*, to authorize the president and secretary to thank the University of Kentucky, its librarian, archivist, and president and the Kentucky Historical Society, the Frankfort Country Club, the Hotel Lafayette, the Local Arrangements Committee, and the Program Committee for their part in making the 1952 annual meeting of the Society a success.

On motion from the floor, it was *voted*, to send letters of condolence to the families of Society members who died during the year. On motion from the floor, it was *voted*, to thank Lester E. Smith, chairman of the Committee on Archival Bibliography, for his work on that Committee.

The vice president took the chair to receive the report of the Committee on Nominations. Leon de Valinger, chairman, presented the following slate:

For president, William D. McCain

For vice president, Theodore R. Schellenberg

For secretary, Roger Thomas

For treasurer, William D. Overman

For council member, for a term of five years ending in 1957, Morris L. Radoff.

No nominations being made from the floor, the slate presented by the Committee on Nominations was voted into office by unanimous ballot.

The remaining council members with terms of office are Dorothy K. Taylor (1953), Christopher Crittenden (1954), Robert H. Bahmer (1955), and Alice E. Smith (1956).

The president announced the membership of the Committee on Nominations for 1953 to be:

Dorothy K. Taylor, chairman

Margaret C. Norton

Leon de Valinger.

The meeting adjourned at 9:30 p.m.

ROGER THOMAS, *Secretary*

MINUTES OF THE COUNCIL

October 28, 1952

The Council met in the Primrose Room of the Hotel Lafayette, Lexington, Ky., at 8:30 a.m., October 28, 1952, the president, the vice president, the treasurer, the secretary, the editor, Robert H. Bahmer, Christopher Crittenden, Alice E. Smith, and Dorothy K. Taylor attending.

Some discussion of the need for providing an opportunity for certain committees to hold scheduled sessions at annual meetings followed. *Voted*, to approve any action taken by the chairman of the Program Committee to provide for such special sessions of committees at future annual meetings.

The secretary announced that the Society had received invitations to hold its seventeenth annual meeting in Dearborn, Mich., and Williamsburg, Va. Invitations to hold future meetings at Madison, Wis., Ithaca, N. Y., and Washington, D. C., were also noted. *Voted*, that the seventeenth annual meeting be held in Dearborn, Mich., not later than October 15, 1953. The Council authorized the secretary to ascertain whether the American Association for State and Local History would hold its 1953 annual meeting on dates immediately preceding or following those for the Society's meeting in Detroit (or Dearborn), as was the custom in earlier years.

The treasurer submitted the proposed budget for 1952-1953. *Voted*, to approve the budget as submitted.

On motion, *voted*, to extend the privilege of honorary membership to Margaret C. Norton, archivist of Illinois, and M. Charles Braibant, director of the Archives of France.

The meeting adjourned at 9:15 a.m.

ROGER THOMAS, *Secretary*

ANNUAL REPORT OF THE TREASURER, 1952

It makes me very happy that in this, my last report to you as treasurer, I can assure you that the finances of the Society are again in good condition, and that we have a comfortable working balance in the bank. Our receipts this year amounted to \$801.97 more than our expenditures, and our bank balance at the end of the fiscal year was \$1,522.03. This satisfactory state of affairs has been brought about largely through the continuing campaign of our dynamic Membership Committee and the successful efforts of our editor in securing advertisements for the *American Archivist*, as well as through the increased rate for subscriptions voted at the last annual meeting.

The number of names on our mailing list, which includes members, subscribers, and exchanges has risen from 731 as of October 1951 to 779 as of October 1952, or an increase of 48, of which 13 are members and 34 subscribers. These figures are net, and take into account the deletions from the list. We are, therefore, quite a bit nearer to our goal of 1,000 names. The quarterly mailing list status report is given below.

Classes	Code number	October 1951	January 1952	April 1952	July 1952	October 1952
Members, annual:						
Domestic:						
Individual	(1)	396	412	398	398	407
Institutional	(2)	60	57	56	57	57
Foreign:						
Individual	(3)	47	47	46	46	50
Institutional	(4)	19	18	17	19	19
Members, life	(5)	6	6	6	6	6
Members, honorary	(6)	5	7	7	7	7
Total members		533	547	530	533	546
Subscribers:						
Domestic	(7)	130	133	135	136	145
Foreign	(8)	53	56	60	71	72
Total		183	189	195	207	217
Exchanges	(9)	10	10	10	11	11
Official users	(10)	5	5	5	5	5
Total mailing list		731	751	740	756	779

During the nine years that I have been treasurer, and especially during the last two years in which I have kept the individual accounts, formerly the work of the secretary, I have had an excellent opportunity to observe the working of the Society. Before stepping out of office, I would like to offer a proposal based on ideas growing out of the experience of these years. This proposal takes the form of an agenda for the Long Range Planning Committee, to which I would give responsibility for: (1) a continuing study of the need for amendments to the constitution; and (2) a continuing reconnaissance of our membership and their outstanding professional accomplishments.

It is to be expected that with changing conditions and the growth of our Society, changes in the constitution will be desirable. For example, our constitution does not provide for by-laws. Yet, in my work as treasurer, it has become increasingly apparent that we should have some rules to govern the work of the treasurer, and the treasurer's relationship with the other officers. By-laws would greatly facilitate the Society's business, especially if we follow the formula that has been suggested of limiting the terms of the officers. The Long Range Planning Committee would not take the place of a legislative drafting committee, but might, whenever it seemed desirable, indicate to the president the desirability of the appointment of such a committee.

The treasurer more than any other officer of the Society carries on a continuing correspondence with the membership for the collection of dues and

the maintenance of the mailing list. Prosaic as it may be, this correspondence always brings to mind the work that particular people are doing and the variety and extent of our professional activity. Ours is a developing profession. Many members have made or are making contributions of lasting value to the profession, and our Society should take note of them. Yet we have no focal point in our Society where the "warp and woof" of these outstanding contributions may be woven into a single coordinated pattern of achievement. It seems appropriate, therefore, for the Long Range Planning Committee to undertake such a continuing surveillance and, from time to time, to report their findings to the membership and to make proposals to the Council that honorary memberships be conferred.

With such assignments the Long Range Planning Committee would become an instrument for coordination and continuity of policy in the Society, and should therefore have a membership which does not change with each new president. In view of my proposals, I am sending a copy of this report to the chairman of the Long Range Planning Committee. And now it is time to end this report and to bring to a close this treasurer's business, with all good wishes to the next treasurer.

HELEN L. CHATFIELD, *Treasurer*

BUDGET PROPOSAL, FISCAL YEAR 1953

	FY ending 6/30/51 (actual)	FY ending 6/30/52 (estimated)	FY ending 6/30/52 (actual)	FY ending 6/30/53 (estimated)
1 Cash on hand July 1	\$ 699.08	\$ 720.06	\$ 720.06	\$1,522.03
RECEIPTS				
2 Membership dues:				
Domestic	2,570.00	2,860.00	2,736.00	2,736.00
Foreign	122.17	135.67	132.90	132.90
3 Publications:				
Subscriptions	988.10	1,068.10	1,450.75	1,450.75
Other	497.96	500.00	593.36	593.36
4 Interest on bond	25.00	25.00	37.50	12.50
5 Annual meeting			108.34	
6 Contributions for IAC	142.00			
Receipts annual	4,345.23	4,588.77	5,058.85	4,925.51
Receipts total	5,044.31	5,308.83	5,778.91	6,447.54
EXPENDITURES				
7 Administrative expense:		600.00		800.00
Secretary's Office	381.63		396.52	
Treasurer's Office	259.65		309.78	
Committees	22.00		43.00	
8 Publications:				
Torch Press	3,296.17	4,120.17	3,461.33	3,500.00
Other	97.90	200.00	46.25	500.00
9 Annual meeting	35.40			

10	Contributions & dues to IAC	231.50	50.00	100.00
	Expenditures, annual	4,324.25	4,970.17	4,900.00
11	Cash on hand end of period	720.06	338.66	1,522.03
				1,547.54
	(Sgd.) WILLIAM D. MCCAIN <i>President</i>	(Sgd.) ROGER THOMAS <i>Secretary</i>	(Sgd.) HELEN L. CHATFIELD <i>Treasurer</i>	

Approved by the Council October 28, 1952.

AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the transactions and books of the Treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year ending June 30, 1952, and we hereby certify that:

All cash known to have been received has properly been accounted for.

Satisfactory vouchers are on file covering full disbursements.

The balance of cash on hand as of July 1, 1951 and June 30, 1952 was on deposit as of those dates.

In our opinion the attached statements are a full and complete report of the financial activities of the Society for the fiscal year ending June 30, 1952.

ELIZABETH E. HAMER, *Chairman*

LEWIS J. DARTER, JR.

Auditing Committee

Society of American Archivists

Washington, D. C.

October 22, 1952

REPORT OF THE SECRETARY FOR THE YEAR 1952

This sixteenth annual meeting of the Society of American Archivists finds over 120 members gathered here from our membership of 750—the second largest meeting. We are here to inform ourselves and to meet and greet others in our profession. It is therefore not unfitting for the secretary to recall a few of the larger events in the “archival world,” even though many of you may be familiar with them. Against such “backdrops” most of us play out our smaller story, enlivened and dramatized, perhaps, by such annual meetings as this.

My summary of noteworthy archival events does not pretend to follow a chronological order. The meeting of the Executive Committee of the International Council on Archives brought the director of the Archives of France, M. Charles Braibant, to Washington and Annapolis in the spring. Other events in the following list happened earlier, some later: the formation of the Italian Committee for the Protection of Cultural Resources; the foundation of the National Microphonic Association; the gift by Henry Holt and Co. of 800,000 record items, representing the accumulated documentation of 86 years of publishing, to the Archives of American Letters at Princeton University;

the establishment of archival courses at Hebrew University in Israel; the first assembly of the Ibero-American Congress of Archivists in Madrid; the construction of an atom proof vault in the archives at Ankara, where our present host, Dr. Laurence Thompson, has been advising on archival matters; the disclosure of plans of the Philadelphia Library Company to construct a new depository at a cost of \$1,000,000; and the dedication of Tennessee's new archives building. Since chronology matters little, I may add as a last item the issuance of two new periodicals of interest to archivists everywhere—*Archivum* and *ABCD* (Archives, Bibliothèques, Collections, Documents).

The main activity of the Society, aside from committee activities, was cooperation in the registration of archivists by the American Council of Learned Societies. As a result of the labors of a member of the Society, the ACLS was persuaded to include archivists in the Council's register of persons working in the humanities. Anyone doing archival work who has not received a registration blank should inform the secretary of this Society.

The ACLS project suggests the possibility that your secretary might maintain a similar registration for the Society, using the application blanks of its members. The large number of out-of-date or missing applications has daunted previous secretaries, but it would be pleasant if a re-registration of our membership were authorized so that the secretary could enliven his next report by presenting an analysis of the data that would thus be accumulated.

The long-windedness of last year's report has had in the interim more than one passing notice. This time you shall have a brief, brisk statement. Reports of seven committees are summarized below.

The Committee on Archival Bibliography, Lester W. Smith, chairman, can truthfully point to the adage about "the proof of the pudding." The October issue of the *American Archivist* gives this proof with 445 entries dealing with all phases of archival thinking and action. As the chairman says, "the vigor and variety of the literature" has never been more convincingly shown than this year. The consolidated bibliography, long considered a desideratum by the committee, is still in progress. Members should note that the committee is always ready to aid in the specific study of any appropriate subject.

This year the Committee on Archival Buildings and Equipment, Victor Gondos, chairman, advised with New Jersey authorities on a projected library, museum, and archives building to cost \$1,000,000. The secretary of state of California was given advice on reconstructing for archival use an old building, the State printing plant. This building was particularly fitted for the storage of records because its thick floors were originally built to hold heavy printing machinery. The committee made suggestions on the construction of a small archival vault at Woodstock College; prepared an analysis of space problems for the Civil Service Commission; suggested a file room layout for the Cornell University School of Industrial and Labor Relations; furnished building plans, at cost, to the Massachusetts Building Commission; mailed copies of the committee's booklet, "American Archival Architecture," to Mexico City and to Leicester, England; discussed archival building plans with officials of the Air

University Library; advised on plans for a modular-type building that may be erected in Saskatchewan; and discussed with South Carolina authorities their records storage and equipment problems. As in the past, the chairman of the committee gave lectures on archival buildings and equipment at the American University course on archives administration.

The Committee on Emergency Activities, Vernon Santen, chairman, originally planned to issue a bibliography on the subject of the protection of records in times of emergency. Since the Library of Congress has already issued a bibliography, *Safeguarding Our Cultural Heritage*, the committee has dropped its bibliographical project. The chairman suggests that members of the Society acquire copies of the Library of Congress publication and call to the attention of appropriate Federal, State, and local officials those entries therein of concern to them.

When Francis Berkeley, chairman of the Committee on College and University Archives, accepted a Fulbright appointment, he was succeeded by Rev. Henry J. Browne. The committee sponsored a breakfast session at this annual meeting — a testimony of the committee's activity. Analysis of questionnaires distributed by the committee to colleges and universities is still going on; of 300 institutions circularized, about half have replied. Fifty-six institutions indicate that responsibility for the preservation of archives is divided between the school library and the offices of origin. Library storage is provided in 31 institutions, and in 38 institutions records remain where they are created. Museums, registrars' offices, and bookkeepers guard the records in other institutions. Thirteen schools have committees working on the archival problem. Attention of members of the Society is called to an article in the July issue of *College and Research Libraries* entitled "No Ivory Tower; the Administration of a College or University Archives" by Dwight H. Wilson, a member of the Society's committee.

The Joint Committee on Historical Manuscripts (composed of representatives of this Society, the American Association for State and Local History, and the Library of Congress), Lester Cappon, chairman, reports that the Library of Congress has prepared a plan for a union list or national register of manuscripts. Rules for the cataloging of manuscript collections are in preparation. Cards are to be prepared and issued with a form and style of entry similar to that used by the Historical Records Survey in its guides to manuscript collections. In June the committee met and discussed the cataloging rules and subsequently the rules were revised in certain respects. The committee will aid the Library in advancing the project and it is hoped that the National Society of Autograph Collectors will also participate, particularly in connection with the assembling of data concerning manuscript collections in private hands. So far, the joint committee has communicated with 13 libraries about the project (all libraries are eventually to be canvassed with reference to their manuscript holdings), and a sample letter, filed with the committee's report, shows what points are being emphasized. It is hoped that cards for each manuscript collection or group can be filed with cards describing

other groups in a union catalog. Perhaps annual volumes or 5-year accumulations of entries in the catalog can be printed in book form. Governmental archives material as well as historical manuscripts will be covered by the catalog. Canadian and possibly other foreign collections may eventually be covered as well. The Library of Congress proposes to begin work on its own holdings as soon as possible. For other institutions, tentative entries are planned, at first taken from printed guides; every effort will be made to follow current acquisitions and, as time permits, the older holdings will be listed. The principal libraries must first cooperate as "persuaders" for all to enter; hence the effort to get such libraries in line through the joint committee.

The Committee on International Relations, Lester K. Born, chairman, presented a resolution, adopted at this Society's fifteenth annual meeting, in support of the International Council on Archives in furtherance of the protection of archives in wartime and endorsing the work of the International Committee on Monuments, Historical and Artistic Sites and Archaeological Excavations sponsored by UNESCO. The Archivist of the United States was asked to invite the Executive Board of the International Council on Archives to meet in Washington. He did so and the meeting was held there.

The chairman of the committee read a paper on international cooperation in the preservation of historical source materials before the joint session of the American Historical Association and our Society in New York last December. It was not possible for any committee member to be at the third meeting of UNESCO's branch on archives in January. The State Department was persuaded by the committee, in the name of the Society, to put the *American Archivist* in certain American libraries in Germany and Austria, and efforts were made to get the Department to include archivists in the program for the exchange of persons program. Such exchanges may take place in 1953. SHAPE office was advised as to the interest of archivists in the development of a military organization to protect archives in wartime. The committee's chairman compiled for inclusion in a UNESCO manual on the subject of protection the relevant data about the United States. The committee also considered the possibility of including archivists in the Fulbright program; the continued abstracting of foreign periodicals, once a feature of the *American Archivist*; the preparation of an article for *Archivum* on the genesis of international archives; and a resolution, to be presented to the Council of the Society, about holding the meeting of the International Council on Archives in the United States in 1956. The committee wishes to emphasize that it will, at any time, be glad to act as a clearinghouse for "archival travelers."

The important Committee on Membership, S. J. Pomrenze, chairman, is always too modest to report at length on its invaluable work. Its accomplishments have already been noted, however, in the treasurer's report. As we have now passed the three-quarter mark in our goal of a thousand members, we know how well the committee has done its work. One hundred and fifty letters were sent out to administrators, State libraries, and special libraries. Geographically placed agents, members of the committee, added their efforts.

It is well to recall that *all* members of the Society are also agents to find new applicants, for the Society is exclusive only within its aims, only within the limitations of its constitution.

The secretary regrets to report the death of three members since the fifteenth annual meeting: Victor Hugo Paltsits, E. E. Edwards, and Mrs. A. Norma Kilmartin.

No proper conclusion could be made to the secretary's report without frank admission that his work is the result of forbearing help from the Archivist of the Maryland Hall of Records, the Hall of Records Commission, Miss Elizabeth W. Meade and Mr. John Hively of Annapolis, and, not least of all, the committee chairmen and officers of the Society.

ROGER THOMAS, *Secretary*

REPORT OF THE JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

During the past year the Library of Congress has offered a plan for the compilation of a Union Catalog or National Register of Historical Manuscript Collections, to be carried on by that institution. At a meeting in the Library of Congress on June 19, 1952, attended by several members of the joint committee, this project was discussed in detail. The Descriptive Cataloging Division of LC with the cooperation of the Manuscripts Division has prepared "Rules for Descriptive Cataloging in the Library of Congress: Manuscripts." These rules are to be used in the preparation of printed cards by LC for manuscript collections and represent an adaptation of printed cards for printed books. The essential information on each card is to be similar to that incorporated in the entries as developed by the Historical Records Survey years ago for the preparation of its various *Guides* to manuscript collections. At the meeting on June 19 these rules were discussed and as a result they have since been revised.

The Library of Congress proposes to begin work on its own manuscript collections as soon as possible so that printed cards can be prepared and filed as the nucleus for the proposed Union Catalog. Copies of these cards will be available for sale. The library with the help of the joint committee hopes to solicit the cooperation of research libraries throughout the country in sending into the LC the necessary information about their manuscript collections. This information will be edited by LC for the purpose of printing cards. It is planned that the Union Catalog should include governmental archival material on the national and State level as well as historical manuscripts and it is hoped that the necessary information on manuscript collections in private hands can also be obtained through the cooperation of members of the National Society of Autograph Collectors.

The joint committee has sent a statement of this project to thirteen leading research libraries throughout the country for the purpose of soliciting their

support while the undertaking is still in the planning stage. Favorable replies have been received from a number of these libraries. It is hoped that this project can proceed without serious delay from the planning stage into actual operation. The project will be brought to the direct attention of all research libraries at a later date.

I am enclosing herewith a copy of the letter which was sent to the thirteen libraries since this statement gives some aspects of the project in more detail than I have outlined above.

LESTER J. CAPPON, *Chairman*

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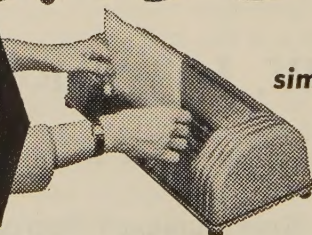
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